[S] | Flex

Fire Records Management Manual

spillman technologies, inc.

reliable innovation

Spillman® Public Safety Software

Spillman Technologies, Inc.
4625 West Lake Park Blvd.
Salt Lake City, Utah 84120
Telephone: 1-800-860-8026
www.spillman.com

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Table of Contents

Preface

Welcome to the *Fire Records Management Manual.* This manual provides information on how to use the Fire Records Management module, and for administrators on how to set up and maintain the module for their agency.

The Fire Records Management module is available to Spillman Flex.

Other manuals

The *RMS User Manual* provides information about the basic features of the software, including how to start and exit the software, navigate in the software, use screens, search, print, and run reports. The *RMS User Manual* also explains how to use the Hub module, which comprises the tables used by most users.

The *Application Setup and Maintenance*, *Security Setup and Maintenance*, and *Code Table Setup and Maintenance* manuals provide information for the Spillman Application Administrator (SAA) at your agency.

Windows basics

Before using the software, be familiar with the standard features of Microsoft® Windows®. At a minimum, know how to do the following:

- Use a mouse and keyboard to perform basic tasks, such as choosing menu options and buttons
- Work with windows, such as selecting, minimizing, restoring, maximizing, sizing, scrolling, closing, and so forth
- Work with dialog boxes

If these tasks are unfamiliar, then refer to your Windows online documentation or complete an online Windows tour.

Manual conventions

When using this manual, note the following conventions.

Convention	Meaning/Use	Examples
bold	Used for names of menus, options, buttons, fields, and other items that appear on the screen.	**OK** is a button on the screen. Click **OK** or press Enter.
angle bracket (>) between items	Shows the menu option(s) that must be selected, in sequence, to get to a specific option.	From the Start menu, select **All Programs** > **Spillman** > **Spillman Mobile**.
plus sign (+) between keys	Used for keys that are pressed at the same time. Hold down the first key, and press the other key(s). When a keystroke is available for a mouse action, both the mouse action and the keystroke are presented.	Press Ctrl+E. Click **Close**, or press Ctrl+F4.
comma (,) between keys	Used for keys that are pressed in sequence. Press and release each key, in the order shown.	Press Alt, F, O to open the File Options dialog box.
`Courier font`	Used for displayed text. Used for table names	The software prompts: `Are you sure you want to delete this record?` Open the Names table (`nmmain`).
`bold Courier font`	Used for information you enter.	Enter the street address, such as **`401 W Sycamore St`**.
italics	Used for emphasis. Used for variable information you supply.	Enter the date, using the *mm/dd/yyyy* format.

The following boxes signify special information.

NOTE

Notes call attention to information that is of particular importance or that varies depending on a particular condition, such as the way your Spillman Application Administrator (SAA) has configured the software.

TIP

Tips present recommendations, optional actions, and additional ways to perform specific tasks.

CAUTION

Cautions point out actions that might endanger your data or its integrity (usefulness) or cause other problems later.

Features on your computer depend on your software version, modules, and privileges. Actual screens on your computer might vary from the sample screens shown in this manual. However, any differences are minor and do not affect the tasks being described.

To find more manuals, visit MySpillman or the Spillman Knowledgebase.

Chapter 1

Fire Records Management

Introduction

The Fire Records Management module allows for the efficient handling of fire incident reporting, investigations, patient treatment and insurance information, water sources and their maintenance, event scheduling, the assignment of officers to units, and the assignment of units to shifts.

This module also provides a Fire Reports menu to help compile and analyze information.

> **NOTE**
>
> Your individual software security clearance, as established by your Spillman Application Administrator (SAA) might prevent access to some of the programs, tables, options, and reports described in this manual.

Screens and menus in Fire Records Management

This section describes the screens and menus used by the Fire Records Management module.

Fire Incident screen

Fire Incident records contain the nature of the fire, complainant information, condition codes, times, and disposition. In addition, the Fire Incident screen provides space to enter full-text narratives. Choose from a list of narrative outlines (application cue cards) to ensure that narratives contain the necessary information.

The Fire Incident table is linked to the Computer-Aided Dispatch (CAD) module. The software automatically adds a record in the Fire Incident table each time the dispatcher enters call information for a fire incident. While viewing a Fire Incident record, click the **Rlog** button to quickly view any radio log entries associated with the incident. Click the **Prt** button and choose the appropriate format for printing radio log entries for a fire.

Use involvements to link related records—such as complainant and victim Name records, suspect Vehicle records, stolen Property records, and Arrest records—to the Fire Incident record.

Fire Supplemental Narratives

The Fire Supplemental Narratives screen allows a supplemental narrative related to a fire incident to be entered. The narrative can be added from the Fire Incident screen or the Fire Supplemental Narratives screen. Multiple Fire Supplemental Narratives can be added simultaneously for the same record.

Fire Case Management screen

The Fire Case Management screen contains detailed status information to help track cases from beginning to end. The Fire Case Management screen uses involvements to link information on all persons, property, and vehicles associated with the case. This screen also provides a Case File Activity record that contains detailed information about each activity performed for the case.

Fire Patient Treatment screen

The Fire Patient Treatment screen allows patient, transport, and medical assessment information to be entered, as well as the treatment, drugs, and supplies used to treat the patient. From this screen, billing sheets can also be printed. Access the Fire Patient Treatment screen from the Fire Incident screen.

Patient Insurance Information screen

The Patient Insurance Information screen allows the patient's insurance information, including the insurance subscriber, responsible party, and detailed policy information to be entered. Access the Patient Insurance Information screen from the Fire Patient Treatment screen.

Fire Schedule/History Log

The Fire Schedule/History Log allows fire department events—such as presentations, inspections, and drills—to be scheduled, including the agency, unit, division, station, shift, and officer involved with each event. The information can be retained for a historical log of activities after an event is completed.

Fire Field Interviews screen

The Fire Field Interviews screen allows information obtained from field interviews to be recorded. Each Fire Field Interview record contains information about the contact, vehicle, date and time, location of the interview, and any additional details. Use the Involvements screen to link related Name, Vehicle, and Property records to the Fire Field Interview record.

Fire Intelligence screen

The Fire Intelligence screen allows maintenance for investigation files on individuals or groups. The Fire Intelligence table accepts an unlimited number of entries on hangouts, associates, vehicles, residences, employment, and suspicious activities. The base for each Intelligence record is a Name record for the person, business, or group under investigation. Your agency's Spillman Application Administrator (SAA) can restrict access to the Fire Intelligence table to authorized users.

Water Sources screen

The Water Sources screen allows water source information to be entered and received. In this screen, a detailed description of the water source, its location, and inspection information can be entered. This screen is accessed through the CAD module.

Units screen

The Units screen allows a record for each unit to be entered. Each Unit record includes the unit number, type, kind, agency, zone, station, and shift. Officers assigned to the unit, their status, the date and time for status changes, and comments can also be entered.

Assign Officers to Units screen

The Assign Officers to Units screen allows for quick changes to the officers assigned to a unit without modifying the information in the Units record.

Assign Units to Shifts screen

The Assign Units to Shifts screen allows for quick changes to the officers assigned to a specific shift. In this screen, units can be added, deleted, or removed from a shift.

Fire Incident Reports menu

Fire Incident reports draw information from the tables in the Fire Records Management module to create concise, readable reports. For a description of the Fire Incident reports, see "Generating Fire Incident Reports" on page 100. For more information, see the *RMS User Manual*.

Adding Fire Incident Records

If your agency uses the CAD module, then the software adds a record in the Fire Incident table each time dispatchers enter call information for a fire incident. Fire Incident records can also be added directly into the Fire Incident table. These records can still be accessed from CAD.

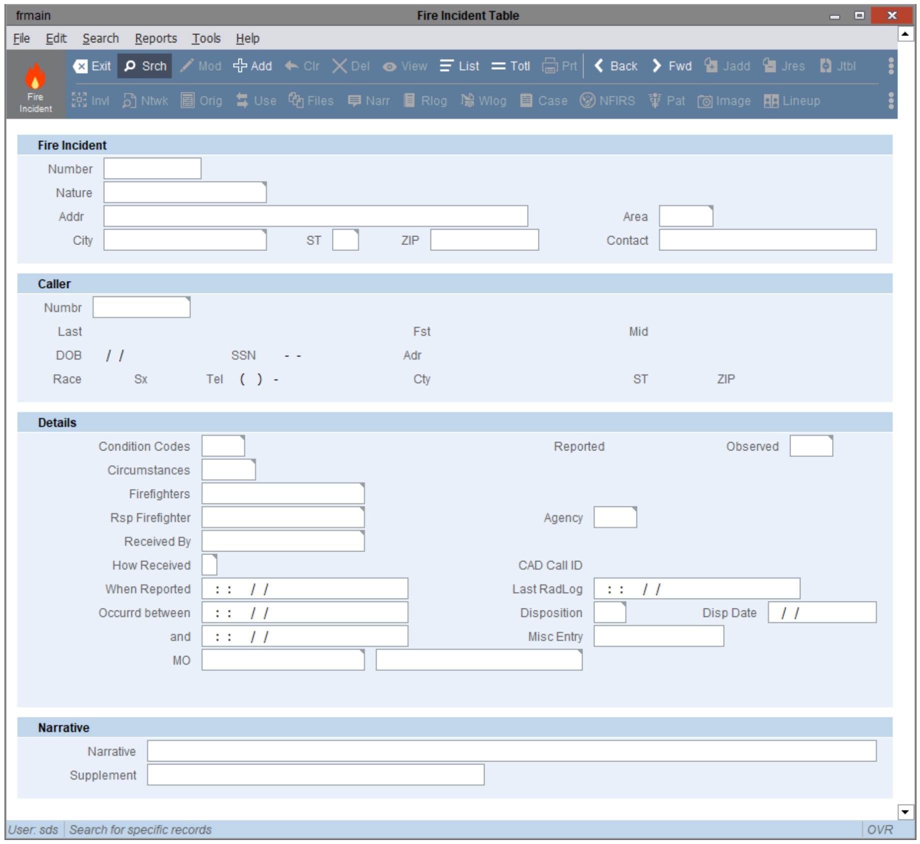
When a Fire Incident record is being added, either add Name records for the complainant and other persons involved with the incident, or use existing Name records. Similarly, add or use Vehicle and Property records for any vehicles and property involved in the incident. The software uses system involvements to link the Fire Incident record with the records in the Names, Vehicle, and Property tables.

If your agency uses the CAD module, then CAD radio log entries connected to the incident can be viewed using the **Rlog** button. For more information, see “Viewing, Printing, and Adding Radio Log Entries” on page 26.

To add a Fire Incident record:

1. Do one of the following:
   - At the command line, enter **`fire`**.
   - From the Tree Menu, select **Fire Records** > **Fire Incidents Table**.

The Fire Incident screen opens.



2. Click the **Add** button.
3. Complete the fields on the Fire Incident screen. For more information, see "Fields on the Fire Incident screen" on page 16.
4. After the information has been entered, click **Accept** (Alt+A).

   The record is saved.
5. Click **Exit** to close the Fire Incident Table screen.

Fields on the Fire Incident screen

The Fire Incident screen contains the following fields.

`Number`

Contains the software-generated Fire Incident record number that is unique to this Fire Incident record.

The Fire Incident record number can be changed when the record is being added. To do this, use the Up Arrow and Down Arrow keys to move to the **Number** field and enter a number not already in use by a Fire Incident record. Modifying an Incident Number can only be done if the Fire Incident record is not referenced anywhere else in the software.

`Nature`

Enter the nature of the incident (for example, `Structure Fire`). Click the Lookup button (Ctrl+E) to select the nature from the lookup list. If your agency uses the CAD module for incidents generated through CAD calls, then the software automatically populates the nature of the incident.

`Address Indicator`

An unlabeled field that appears between the **Address** field description and the street address. This field is used only if your agency maintains a geobase. Normally, the **Address Indicator** field displays an equal sign (=) if the address is geobased or a colon (`:`) if the address is not geobased. For more information, see the *RMS User Manual*.

`Addr`

If your agency uses the CAD module, then the software automatically populates the address, city, and state for incidents generated through CAD calls.

If your agency does not use the CAD module, then enter the address where the incident occurred. If your agency maintains a geobase, then the software performs a search to find the address in the geobase, opening an alert on the screen if the address does not exist. For more information, see the *RMS User Manual*.

`Address Alert`

An unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view the other alerts, click the **View** button or press the V key and then Enter. At the prompt, enter the number for the **Address Alerts** field and click **OK** or press Enter.

For more information, see the *RMS User Manual*.

`City`

Enter the city in which the incident took place. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobase address is entered in the **Address** field.

`ST`

Enter the two-letter abbreviation for the state in which the incident occurred. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.

`Zip`

Enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.

`Area`

Contains the code for the geographical area in which this incident occurred.

If your agency uses the CAD module and maintains a geobase, then the software populates the location for any incident generated through a CAD call.

When CAD is used without a geobase, the data from the **Zone** field in the CAD call might appear in this field, depending on how your SAA has set up your software.

`Contact`

If your agency uses the CAD module, then the software automatically populates the contact name for incidents generated through CAD calls.

If your agency does not use the CAD module, then enter the name of the person to be contacted upon arriving at the scene. If the complainant is a business, then the name of the person reporting the incident can be entered.

`Caller (ID)`

If your agency uses the CAD module, then the software automatically populates caller information for any incident generated through a CAD call.

If your agency does not use the CAD module, then enter the record number of the complainant’s Name record. If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Names table and search for the correct

record. After the desired Name record is found or added, and that record opens on the screen, click the **Use** button. The software returns to the Fire Incident screen and populates the caller information.

`Caller (name block)`

When the Name Number is entered in the **Caller ID** field, the software populates the **Caller** block with information from the caller's Name record. The fields in the name block are display-only (except in Search mode).

If your agency maintains a geobase and the address is geobased, then an equal sign (=) appears in the name block's **Address Indicator** field, which precedes the street address. If your agency maintains a geobase and an address alert exists for the complainant's address, then the alert appears in the field that follows the street address. For more information, see the *RMS User Manual*.

`Condition Codes`

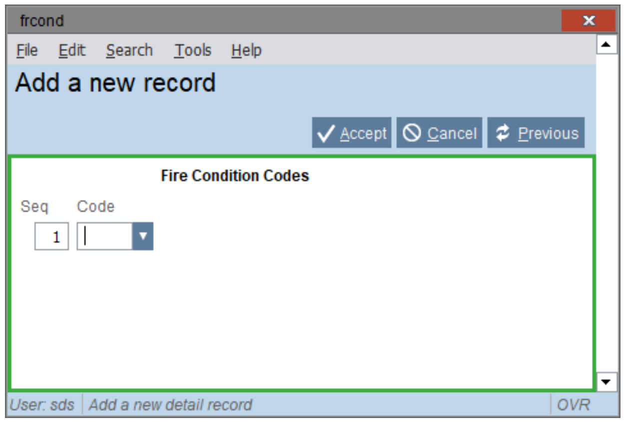
Allows condition codes associated with the fire incident to be added. If your agency uses the CAD module, then the software populates a condition code for any incident generated through a CAD call.

Without opening the detail window, one condition code can be added. The Fire Incident screen displays the first five condition codes. If additional codes exist, then a plus sign (+) appears after the fifth **Condition Codes** field. To view all the Conditional Codes detail records, click **View** and enter the number of the **Condition Codes** field.

To add multiple condition codes:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

The software assigns a sequence number and places the cursor in the **Code** field.



3. Enter a code (for example, `GLR` for gas line rupture). Click the Lookup button (Ctrl+E) to select from a list of codes.
4. Click **Accept** (Alt+A) to save the Fire Condition Codes detail record.
5. Repeat steps 2–4 to add as many detail records as required.
6. Click **Exit** to close the detail window.

Reported

If your agency uses the CAD module, then the software populates the condition code as recorded in the **Nature** field in the originating Call record.

If your agency does not use the CAD module, then the **Reported** field is not enabled.

Observed

Enter the condition code as observed by the officer dispatched as the firefighter responsible for handling the incident. Click the Lookup button (Ctrl+E) to select from a list of codes.

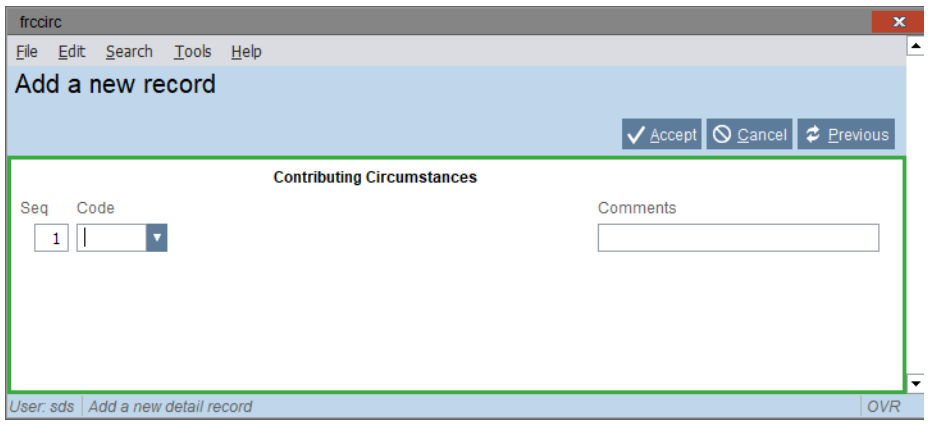
Circumstances

Without opening the Contributing Circumstances detail window, one circumstance code in the **Circumstances** field can be added. The Fire Incident screen displays the first 10 circumstances codes. If additional codes exist, then a plus sign (+) appears after the tenth **Circumstances** field. To view all the Contributing Circumstances detail records, click **View** and enter the number for the **Circumstances** field.

To add multiple circumstances codes:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software assigns a sequence number and places the cursor in the **Code** field.



3. Enter a code for the circumstance. Click the Lookup button (Ctrl+E) to select from a list of codes.
4. In the **Comments** field, enter up to 20 characters of comments related to each circumstance.
5. Click **Accept** (Alt+A) to save the Contributing Circumstances detail record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Firefighters

If your agency uses the CAD module, then the software determines the responding officers from the units dispatched to the scene. The responding officers can be changed.

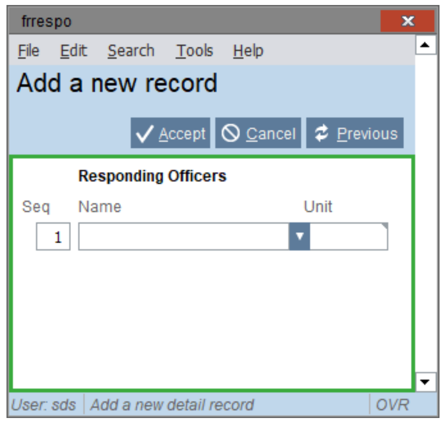
If your agency does not use the CAD module, then enter the names or codes of the officers responding to the incident. When an officer’s name or code is entered, the detail window displays the officer’s unit.

Without opening the detail window, one officer can be added. The Fire Incident screen displays the first three responding officer codes. If additional responding officer codes exist, then a plus sign (+) appears after the third **Firefighters** field. To view all the Firefighters detail records, click **View** and enter the number for the **Firefighters** field.

To add multiple responding officers:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software assigns a sequence number and places the cursor in the **Name** field.



3. Enter a name or name code. Click the Lookup button (Ctrl+E) to select from a list of codes.
4. The software populates the **Unit** field based on the name entered. Click the Lookup button (Ctrl+E) to select a different unit from a list.
5. Click **Accept** (Alt+A) to save the Responding Officers detail record.
6. Repeat steps 2–5 to add as many detail records as required.
7. Click **Exit** to close the detail window.

Rsp Firefighter

If your agency uses the CAD module, then the software determines the responsible firefighter from the dispatched units.

If your agency does not use the CAD module, then enter the name of the officer in charge of dealing with the incident. Click the Lookup button (Ctrl+E) to select an officer from a list.

Agency

The software populates the appropriate agency based on the responsible officer. To change the agency, click the Lookup button (Ctrl+E) to select a different agency from a list of codes.

`Received By`

Identifies the person who received the call. When a Fire Incident record is added, this field contains the name of the person logged onto the workstation. Change the entry from this default value as necessary.

`How Received`

If your agency uses the CAD module, then the software populates the How Received code according to the originating Call record.

If your agency does not use the CAD module, then enter the method in which the agency was notified of the incident. Click the Lookup button (Ctrl+E) to select from a list of codes. The default code depends on how your SAA set up the software.

`When Reported`

Contains the time and date the incident was reported—by default, the current time and date. This information can be changed, but a future time-date cannot be entered.

`Occurrd between`

Contains the date and time when the incident occurred. This information can be changed.

`and`

Displays the current time and date as the ending time and date of the incident. This information can be changed.

`CAD Call ID`

If your agency uses the CAD module, then the complete CAD Call record associated with this incident can be viewed by clicking **View** or by pressing the V key and then Enter. At the prompt, enter the number for the **CAD Call ID** field and click **OK** or press Enter.

`Last RadLog`

Displays the time, date, and status of the last radio log entry for this incident. Click the **Detail** button (Ctrl+N) to access the full set of radio log records connected with this incident. Depending upon your security clearance, from the Radio Log screen, view, add, modify, and print radio log entries. For more information, refer to "Viewing, Printing, and Adding Radio Log Entries" on page 26.

`Disposition`

Contains the code for the disposition of the fire incident (for example, `ACT` for Active or `EXT` for Extinguished Fire). The default entry is `ACT`. The default entry can be modified when the disposition changes.

`Disp Date`

Contains the date that the current disposition of the Fire incident was declared. When the disposition is changed, the software populates the current date. This date can be changed.

`Misc Entry`

Your agency might designate specific information to enter in this field. Check your agency's policy.

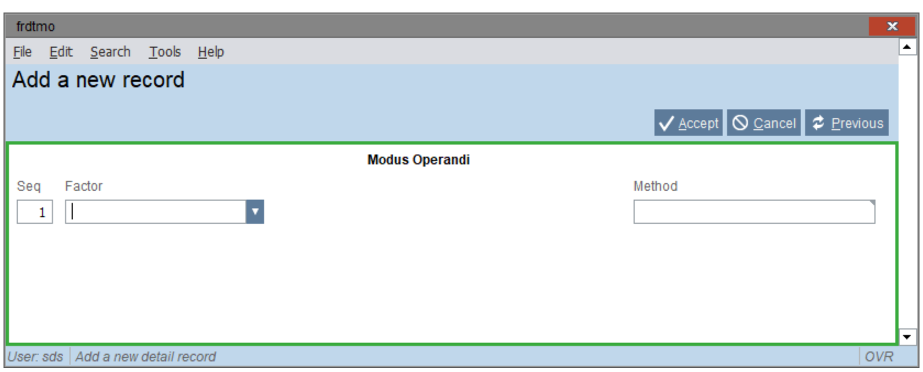
`MO`

In the *Modus Operandi* detail window, unlimited *modus operandi* information can be entered. The first two *Modus Operandi* detail records appear on the Fire Incident screen. A plus sign (+) following the **MO** fields indicates that more than two detail records exist. To view all the detail records, click **View** and enter the number of the **MO** field.

Without opening the detail window, one *Modus Operandi* detail record can be added. To add more than one detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software assigns a sequence number and places the cursor in the **Factor** field.



3. Enter the factor. The factor is the general category, with codes such as **`Tools`**. Click the Lookup button (Ctrl+E) to select a code from the list.
4. Enter the method for the factor. The method is the more specific designation of *modus operandi*. For example, if the factor is `Tools`, then a method might be `Explosives`. If a factor code is entered in the **Factor** field, then the lookup list for the **Method** field displays only the method codes associated with the specified factor. For example, if **`Tools`** is in the **Factor** field, then the lookup list for the **Method** field displays types of tools. Click the Lookup button (Ctrl+E) to select a method code from the list.
5. Click **Accept** (Alt+A) to save the *Modus Operandi* detail record.
6. Repeat steps 2–5 for each detail record being added.
7. Click **Exit** to close the detail window.

Narrative

Enter the complete narrative for the fire incident. The first line of the narrative appears on the Fire Incident screen. For more information, see "Adding an incident's main narrative" on page 32.

Supplement

Any number of supplemental or follow-up narratives can be added. The first line of the first two supplemental narratives appears on the Fire Incident screen. A plus sign (+) following the second **Supplement** field indicates that more than two supplemental narratives exist.

For more information, see "Adding a supplemental narrative" on page 34.

Viewing, Printing, and Adding Radio Log Entries

The **Last RadLog** field on the Fire Incident screen leads to the Radio Log table and all radio log entries associated with the current fire incident.

Viewing radio logs

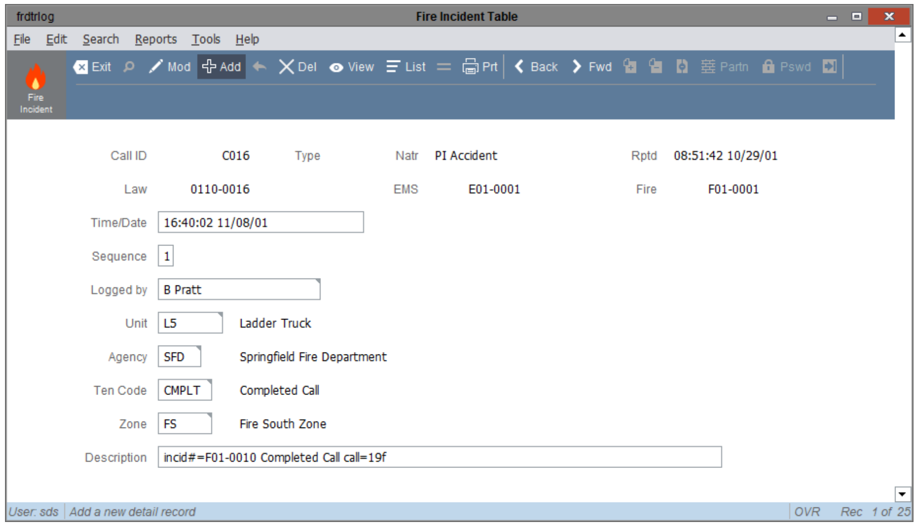
To view radio logs for a Fire Incident record:

1. Open a Fire Incident record.
2. To open the Radio Log screen, do one of the following:
   - Click the **Rlog** button.
   - Click the **Last Radlog** field, and then click **Detail** (Ctrl+N).

> **NOTE**
>
> If no radio logs exist, then the software moves into **Add** mode. Clicking the **Rlog** button or the **Last Radlog** field without privileges to add radio logs causes the software to display **`Access not allowed`** on the screen.

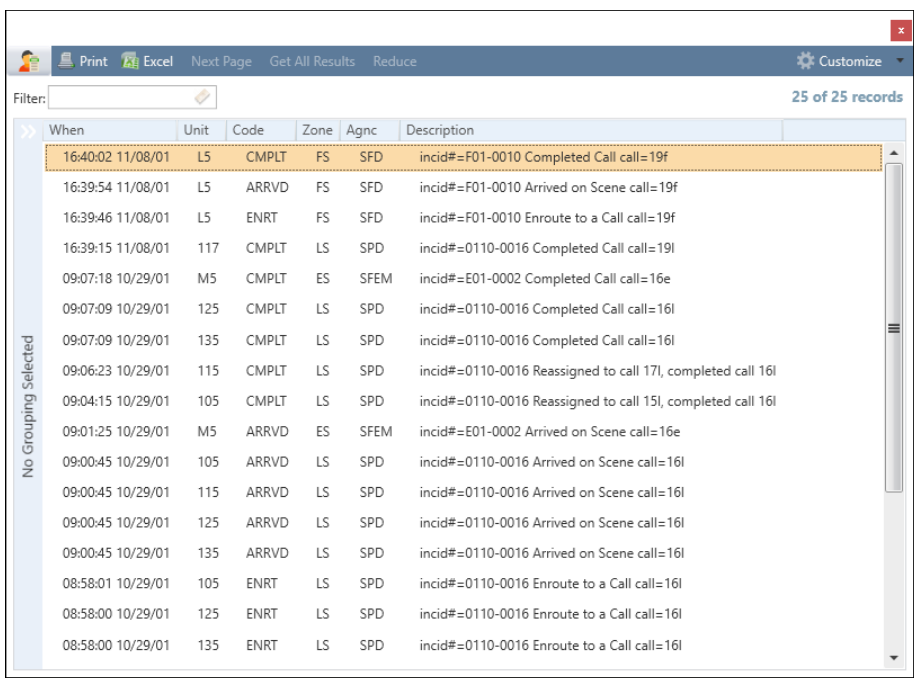
The software opens the Radio Log screen and displays the first radio log record for the incident. The lower-right corner of the screen displays the number of radio logs that exist for this incident. For example, the following record is the first of twenty-five records.

For more information on field descriptions, see “Fields on the Radio Log screen” on page 28.



3. Click the Down Arrow key to move forward through the radio log records. To go backward through the list, use the Up Arrow key.

   To view a list of all the radio logs for this Fire Incident record, click the **List** button or press the L key and then press Enter. From the list that opens, select the desired radio log.



Fields on the Radio Log screen

The Radio Log screen contains the following fields.

`Call ID`

When CAD is used, the field displays the identification number of the CAD call.

`Type`

Displays the code for the type of call: `l`=law, `f`=fire, `e`=emergency unit, `m`=miscellaneous.

`Natr`

Displays the nature of the incident.

`Rptd`

Displays the time and date the incident was reported.

`Incidents: Law`

Displays the record number of the associated incident, if the call is a law call.

`Incidents: EMS`

Displays the record number of the associated incident, if the call is an EMS call.

`Incidents: Fire`

Displays the record number of the associated incident, if the call is a fire call.

`Time/Date`

Displays the time and date of the radio log entry.

`Sequence`

Displays the order created of the radio log entry.

For example, a sequence number change could be because the **Description** field can record only 80 characters per sequence, so the software must create a new sequence for each additional 80 characters in the description. The software numbers each sequence and displays the number in the **Sequence** field.

`Logged by`

Displays the name of the person who entered the radio log information. When a record is added, the software populates your login name.

`Unit`

Displays the code number for the unit associated with the entry.

`Agency`

When the unit's code number is entered in the **Unit** field, the software populates that unit's agency in the **Agency** field.

`Ten Code`

The software displays the ten-code associated with the radio log entry.

`Zone`

The software displays the dispatch zone in which the incident occurred.

`Description`

The software displays the purpose of the radio log entry. This field can include the Call Number, the Incident Number, the status, or applicable comments.

Printing radio log entries

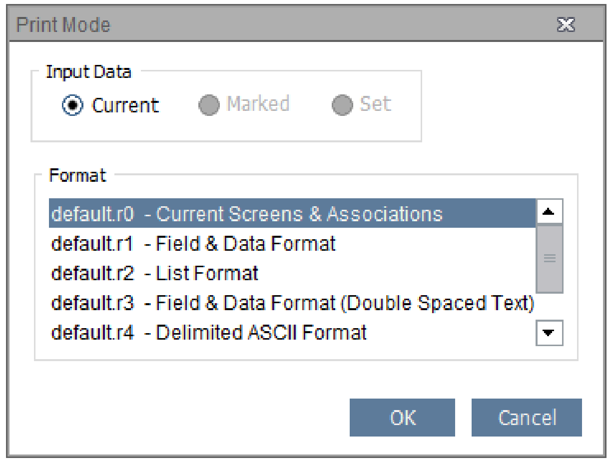
To print a radio log:

1. In the Fire Incident table, search for the desired record to print a radio log.
2. With the correct record displayed, click the **Rlog** button from the toolbar.

   The first radio log for the selected record opens. To select a different radio log, use the **Back** and **Fwd** buttons or click the **List** button from the toolbar and then select the correct radio log from the displayed list.

3. With the correct radio log displayed, click the **Prt** button.

   The Print Mode dialog box opens.

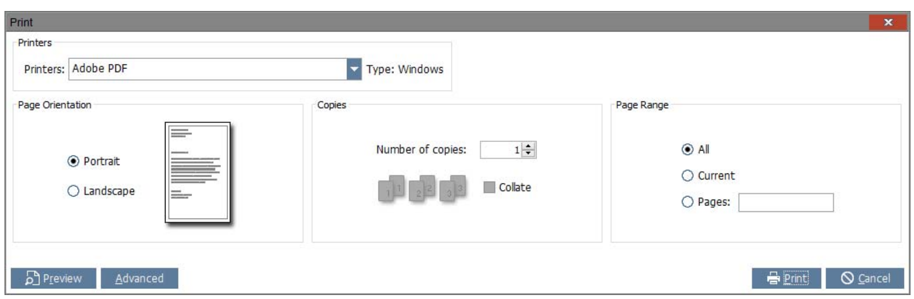


NOTE

Because only one radio log can be displayed and printed at a time, **Current** is selected by default when opening the Print Mode dialog box.

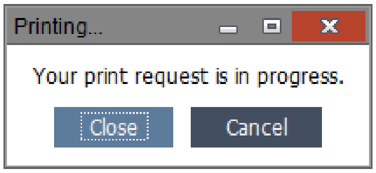
4. In the **Format** area, select the format in which to print the record.
5. Click **OK**.

   The Print dialog box opens.



6. Set your printing options. For more information, see the *RMS User Manual*.
7. Click Print (Alt+P).

The following dialog box opens.



After processing the information, the software removes the dialog box and sends the information to the selected destination. To close the dialog box before the information is processed, click **Close** or press Enter. To cancel the print request, click **Cancel**. (If clicking **Cancel**, then the software notifies that the print job has been canceled.)

Adding radio log entries

To track response time statistics without using CAD, add radio log entries directly from the Radio Log screen.

To add a radio log entry:

1. Open the desired Fire Incident record to view radio log information.
2. To open the Radio Log screen, do one of the following:
   – Click the **Rlog** button
   – Click the **Last Radlog** field, and then click **Detail** (Ctrl+N).
3. Click **Add**.

   The software populates the CAD Call ID, type, nature, time and date reported, related Incident Number, Sequence Number, and the person who logged the call.
4. Enter information in the remaining fields. For more information, see "Fields on the Radio Log screen" on page 28.
5. Click **Accept** (Alt+A).

Working with Fire Incident Narratives

The main narrative and the supplemental narratives of an incident can be viewed or modified.

> **NOTE**
>
> If accessing a narrative from one computer, then make sure to completely exit the record before accessing it from another computer. Otherwise, any modifications or additions made on the second computer cannot be saved.

Adding an incident's main narrative

To add the main narrative for an incident:

1. Display the Fire Incident record.
2. Enter the main narrative into the **Narrative** field. Some privileges might be required to access the **Narrative** field to add or modify information.

   Click **Editor** (Ctrl+E) to open the text editor. If your agency has defined outlines (cue cards) for supplemental narratives, then the software displays a list of outlines from which to choose. Select the desired outline, and press Enter. The software opens the editor and displays the prompts that are appropriate for the selected outline.
3. After the narrative is entered, click **Accept** (Alt+A) to close the editor.

   For more information, see the *RMS User Manual*.
4. Click **Accept** (Alt+A) to save the changed Fire Incident record.

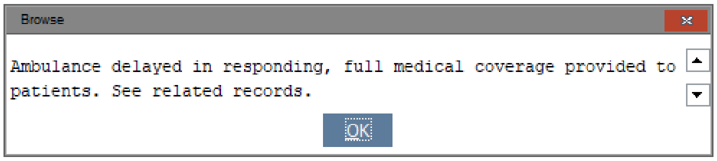
Viewing an incident's main narrative

To view all of a fire incident's main narrative:

1. Display the Fire Incident record.

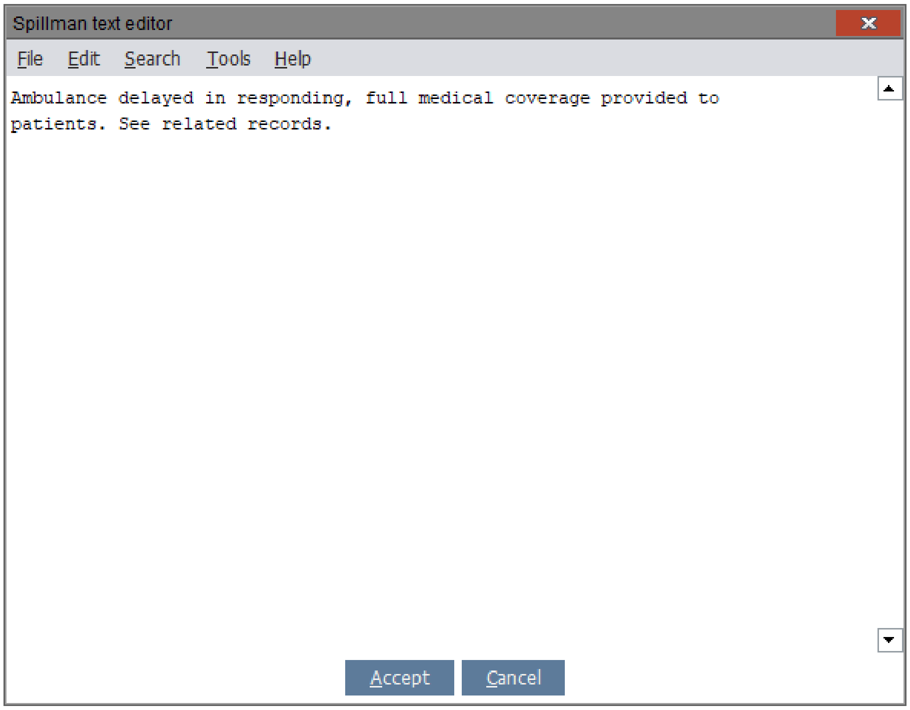
2. Do one of the following:

   – Click the **Narr** button. The software opens a display-only window containing the contents of the narrative.

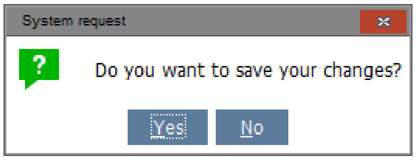


To exit the window, click **OK** or press Enter.

   – Click the **Narrative** field. The software opens the text editor and displays the narrative.



To exit the window, click **Accept.** If clicking **Cancel**, then the following dialog box opens.



Click **Yes** or **No** to close the dialog box.

Modifying an incident's main narrative

To modify a fire incident's main narrative:

1. Display the Fire Incident record.
2. Click the **Mod** button.
3. In the **Narrative** field, click **Editor** (Ctrl+E) to open the text editor. Some privileges might be required to access the **Narrative** field to add or modify information.
4. Make the necessary changes. For more information, see the *RMS User Manual*.
5. Click **Accept** (Alt+A) to close the editor.
6. Click **Accept** (Alt+A) to save the changed Fire Incident record.

Adding a supplemental narrative

From the Fire Incident screen, an unlimited number of supplemental narratives for witness statements and other follow-up events can be added. The method used to add a supplemental narrative depends on the number of records being entered and whether information in the **Name** and **Date** fields is being recorded.

Access to supplemental narratives can be restricted. For more information, see "Protecting narratives" on page 37.

Adding a single narrative without name and date

To add a single narrative without adding **Name** and **Date** information:

1. Click **Editor** (Ctrl+E) in the **Supplement** field to open the text editor.

   If your agency has defined outlines for supplemental narratives, then the software displays a list of outlines from which to choose.
2. Enter the narrative in the text editor.
3. When finished, click **Accept** (Alt+A).

   The software returns to the Fire Incident screen and the **Supplement** field displays the first line of the narrative.

Adding narratives with name and date

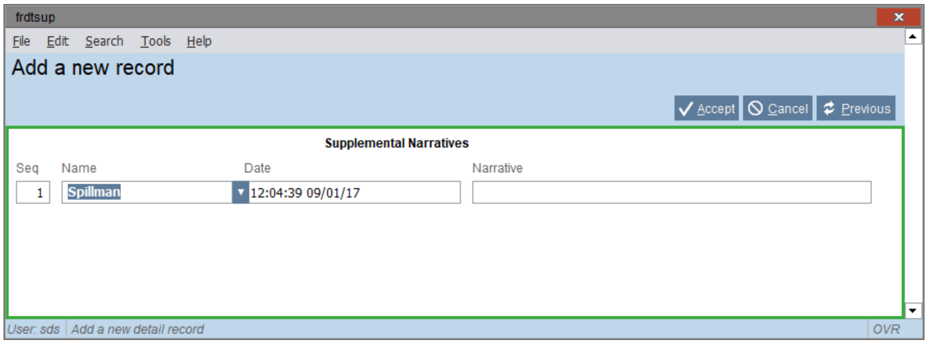
To add **Name** and **Date** information when adding single or multiple narratives:

1. In the **Supplement** field, click **Detail** (Ctrl+N) to open the detail window.

2. Click **Add**.

   The software assigns a sequence number and enters the name of the current user in the **Name** field. The Lookup button can be clicked to select a different name.

   The software also enters the current time and date in the **Date** field. This information can be changed. Click the **Time** button (Ctrl+T) to enter the current time and date.



3. Enter the supplemental narrative into the **Narrative** field. Click **Editor** (Ctrl+E) to open the text editor.

   If your agency has defined outlines for supplemental narratives, then the software displays a list of outlines from which to choose.

4. Click **Accept** (Alt+A) to save the narrative.
5. Repeat steps 2–4 to add supplemental narratives as needed.
6. Click **Exit** to close the detail window.
7. After the supplemental narratives are added, click **Accept** (Alt+A) to save the modified Fire Incident record.

NOTE

For more information, see “Adding Fire Supplemental Narratives at the Same Time as Another User” on page 39.

Viewing an incident’s supplemental narratives

To view a fire incident’s supplemental narratives:

1. Display the Fire Incident record.
2. Click the **View** button.

3. In the dialog box that opens, enter the number for the **Supplement** field.
4. Click **OK** or press Enter to open the Supplemental Narratives detail window.
5. Highlight the desired narrative, and then press Enter.
6. After viewing the narrative, click **Continue** to return to the Supplemental Narratives detail window.

Modifying an incident's supplemental narratives

To modify a fire incident's supplemental narratives:

1. Display the Fire Incident record.
2. Click the **Mod** button.
3. In the **Supplement** field, click **Detail** (Ctrl+N). Some privileges might be required to access the **Supplement** field to add or modify information.
4. In the detail window, highlight the desired narrative (detail record) to modify and click the **Mod** button.
5. Make the necessary changes. In the **Narrative** field, click **Editor** (Ctrl+E) to open the text editor. If your agency has defined outlines for supplemental narratives, then the software displays a list of outlines from which to choose. For more information, see the *RMS User Manual*.
6. Exit the editor, and click **Accept** (Alt+A) to save your changes.
7. Click **Exit** to close the detail window.
8. Click **Accept** (Alt+A) to save the changed Fire Incident record.

Changing the order of supplemental narratives

To change the order of an incident's supplemental narratives, modify the sequence numbers of one or more narratives and then press Ctrl+R to resequence the narratives. Certain privileges might be required to see some Incident Numbers.

Protecting narratives

With proper security privileges, narratives can be protected. For example, protecting the narrative from changes after the case is closed.

The main narrative can be protected in two places:

- From the Fire Narrative screen (`frnarr`), use the **Pswd** or **Partn** button to protect the entire record.
- From the Fire Incident record, the Spillman Application Administrator (SAA) can protect the narrative, using field security.

Protecting the narrative in one place also protects it from being accessed in the other place.

Similarly, supplemental narratives from the Fire Supplemental Narratives screen and the Supplemental Narratives detail window in the Fire Incident record can be protected:

- From the Fire Supplemental Narratives screen (`frsupl`), use the **Pswd** and **Partn** buttons.
- From the Fire Incident record, click the **Detail** button (Ctrl+N) in the **Supplement** field. The software opens Supplemental Narratives detail window. Use the **Pswd** or **Partn** button. Note that an access password chosen in the detail window is valid only while in that window.

For more information, see the *RMS User Manual*.

Adding Involvements to Fire Incidents

For some fire incidents, adding involvements might be desired. To add involvements:

1. Display the Fire Incident record.
1. Click the **Invl** button to access the Involvements screen.
2. Click the **Add** button, and add the involvements. For more information, see the *RMS User Manual*.
3. Click **Exit** to close the Involvements screen and return to the Fire Incident record.

Adding Fire Supplemental Narratives at the Same Time as Another User

The Fire Supplemental Narratives program allows any number of supplemental narratives for a fire incident to be entered. For example, in addition to the initial narrative for an incident, supplemental narratives for multiple witness statements can be added.

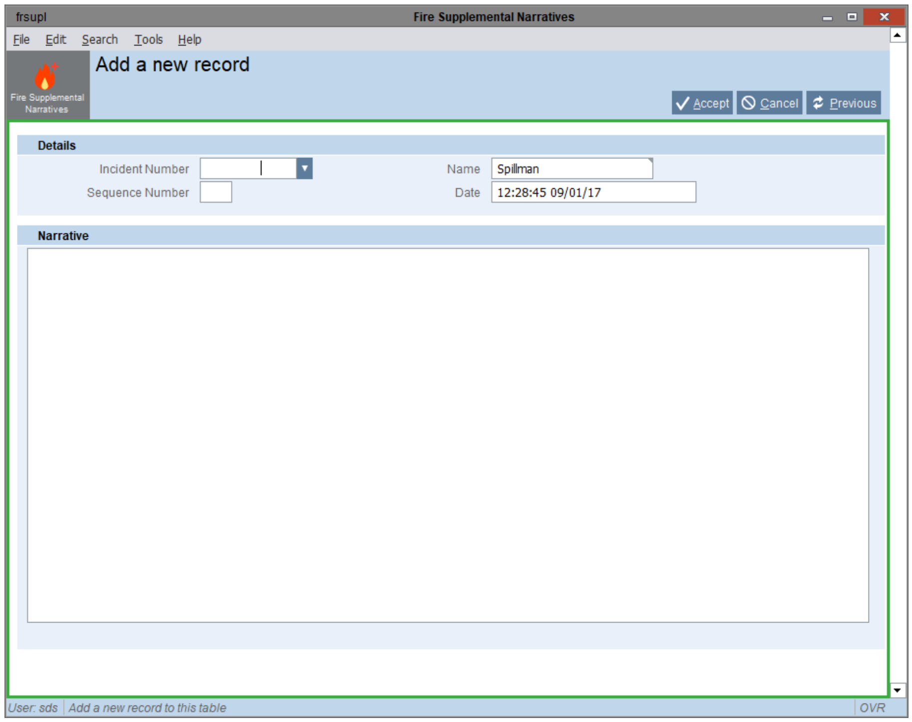
A supplemental narrative can be added in the Fire Supplemental Narratives screen while someone else is adding a supplemental narrative for the same record in the Fire Incident screen.

> **NOTE**
>
> When modifying a supplemental narrative in the Fire Supplemental Narratives screen, the Incident Number or sequence number cannot be changed.

To add a supplemental narrative from the Fire Supplemental Narratives screen:

1. Open the Fire Supplemental Narratives screen by doing one of the following:
   – At the command line, enter **`frsupl`**.
   – Select **Fire Supplemental Narratives** from the Fire Records menu.
2. Click **Add**.

The software automatically enters the name of the current user in the **Name** field. Click the Lookup button (Ctrl+E) to select a different name.



The software also populates the current time and date in the **Date** field. This information can be changed. Click the **Time** button (Ctrl+T) to enter the current time and date.

3. In the **Incident Number** field, enter the Incident Number for the Fire Incident record. Click the Lookup button (Ctrl+E) to open the Fire Incident screen and search for the Incident Number. With the correct record on the screen, click the **Use** button.
4. Enter the supplemental narrative into the **Narrative** field. Click **Editor** (Ctrl+E) to open the text editor. If your agency has defined outlines for supplemental narratives, then the software displays a list of outlines from which to choose.
5. After the information is entered, click **Accept** (Alt+A). The software populates a number in the **Sequence Number** field. The sequence number cannot be changed from the Supplemental Narratives screen, but the number from the Supplemental Narratives detail window can be changed. For more information, see "Modifying an incident's supplemental narratives" on page 36.
6. Click **Exit** to close the Fire Supplemental Narratives screen.

Adding Fire Case Management Information

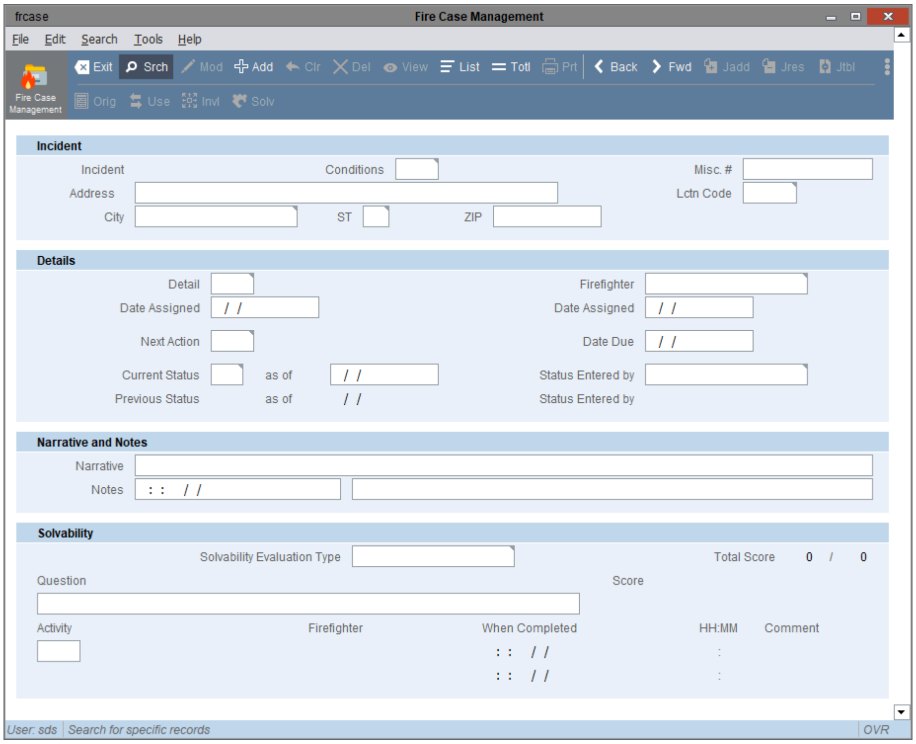
The Fire Case Management program lets your agency track a fire incident from start to finish, including detailed information about each activity performed for the case. Use this program for fire incidents that require extended investigations that the Fire Incident table cannot effectively manage.

By using agency partitioning, non-agency partitioning, or password protection, records in the Fire Case Management table can be secured. The ability to secure records allows officers to use the Fire Case Management table to track confidential investigations, such as arson investigations, and then prevent unauthorized users from accessing the records.

To add a Fire Case Management record:

1. Open the Fire Case Management screen using one of the following methods:
   - At the command line, enter **`fcasemgt`**.
   - Open the Fire Records menu and select **Fire Case Management**.
   - Click the **Case** button while viewing the initiating Fire Incident record.

   The Fire Case Management screen opens.



2. Click the **Add** button. If a Fire Case Management record already exists for the initiating Fire Incident record, then the record is displayed and the **Add** button is not available.
3. Enter information in the fields on the Fire Case Management screen. For more information, see "Fields on the Fire Case Management screen" on page 42.
4. When the information has been entered, click **Accept** (Alt+A).

> **NOTE**
>
> The **Incident**, **Offenses**, **Misc.#**, **Narrative** and all address information fields are shared between the Fire Case Management record and the Fire Incident record. In addition, depending upon your software setup, **Disposition** information might be shared also. Thus, a change made to one of these fields in the Fire Incident record is reflected on the Fire Case Management screen and vice versa.

Fields on the Fire Case Management screen

The Fire Case Management screen contains the following fields.

`Incident`

If accessing the Fire Case Management screen from the Incident record, then the field on the Fire Case Management screen becomes display-only and shows the record number of the related incident.

If accessing the Fire Case Management screen from the menu or the command line, then click the Lookup button (Ctrl+E) and search for the related Fire Incident record. After the desired Fire Incident record is added or found, and that record opens on the screen, click the **Use** button. The software returns to the Fire Case Management screen and populates the number in the field.

If a Fire Incident record that already has an associated Fire Case Management record is entered in this field, then the software displays an alert that a duplicate record exists. The software allows only one Fire Case Management record for each Fire Incident record.

`Conditions`

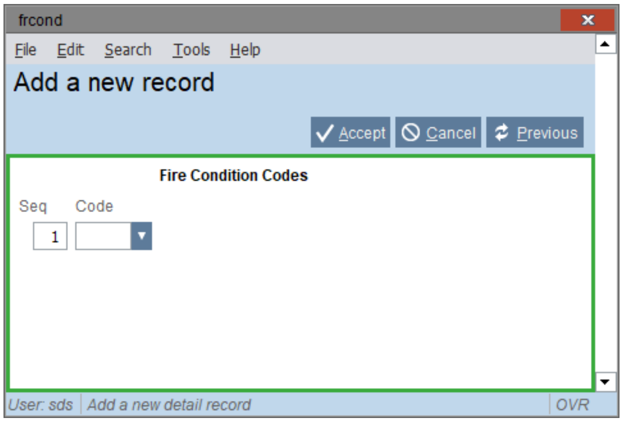
The first four condition codes appear on the Fire Case Management screen. A plus sign (+) following the fourth **Conditions** field indicates that more than four condition codes exist. To view all the Fire Condition Codes detail records, click **View** and enter the number of the **Conditions** field.

One fire conditions code can be added without opening the detail window. To add more than one fire conditions code:

1. Click **Detail** (Ctrl+N) to open the detail window.

2. Click **Add**.

   The software populates a sequence number and places the cursor in the **Code** field.



3. Enter a code for the condition (for example, `VFIR`, for Vehicle Fire). Click the Lookup button (Ctrl+E) to select a code from the list.
4. Click **Accept** (Alt+A) to save the Fire Condition Codes detail record.
5. Repeat steps 2–4 to add as many entries as necessary.
6. Click **Exit** to close the detail window.

Misc.

Your agency might designate specific information to enter in the field. Check your agency's policy. This field corresponds to the **Misc Entry** field in the Fire Incident record.

Address Indicator

An unlabeled field that appears between the **Address** field description and the street address. This field is used only if your agency maintains a geobase. Normally, the field displays an equal sign (=) if the address is geobased or a colon (`:`) if the address is not geobased. For more information, see the *RMS User Manual*.

Address

If your agency uses the CAD module, then the software automatically populates the address, city, and state for incidents generated through CAD calls.

If your agency does not use the CAD module, then enter the address where the incident occurred. If your agency maintains a geobase, then the software performs a search to find the address in the geobase, alerting the software if the address does not exist. For more information, see the *RMS User Manual*.

Address Alert

An unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter.

For more information, see the *RMS User Manual*.

Lctn Code

Enter the reporting area in which the incident took place. Click the Lookup button (Ctrl+E) to select a location from the list.

City

Enter the city in which the incident took place. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobase address is entered in the **Address** field.

ST

Enter the state in which the incident occurred. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.

Zip

Enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.

Detail

Enter the code for the assignment detail (for example, `ARSO` for Arson Investigations). Click the Lookup button (Ctrl+E) to select a code from the list.

`Date Assigned`

Enter the date the case was assigned to the detail. Click the **Time** button (Ctrl+T) to enter the current date.

`Officer`

Enter the name or name code for the officer assigned to the case. Click the Lookup button (Ctrl+E) to select a name from the list.

`Date Assigned`

Enter the date the case was assigned to the designated officer. Click the **Time** button (Ctrl+T) to enter the current date.

`Next Action`

Enter the action code and description for the next action to be performed on the case. Click the Lookup button (Ctrl+E) to select an action from the list.

`Date Due`

Enter the date the next action assigned is due or the target date for closure of the investigation. Click the **Time** button (Ctrl+T) to enter the current date.

`Current Status`

Enter the code for the current status of the case, for example, `ACT` for active investigation. Click the Lookup button (Ctrl+E) to select a code from the list.

`as of`

This field contains the date the current status came into effect. When the field is changed, the software automatically populates the current date. This information can be changed. Clicking the **Time** button (Ctrl+T) enters the current date.

`Status Entered by`

Enter the name or name code for the officer who entered the current status. When the field is changed, the software automatically populates the name of the current user. Click the Lookup button (Ctrl+E) to select another name.

`Previous Status, as of, Status Entered by`

Contains a history of all status changes made to the case, providing an effective method of tracking the investigation. To view the status history, click the **View** button and enter the number for the **Previous Status** field.

`Narratv`

Enter the main narrative from the initiating fire incident. Use the **Notes** field to enter specific information about the investigation.

Click **Editor** (Ctrl+E) to open the text editor and either add or modify the narrative information. If the **Narratv** field is blank, then the software displays a list of narrative outlines. To use a narrative outline, select the desired outline and click **Accept** or press Enter. To enter a narrative without using an outline, click **Cancel** (Alt+C).

`Notes`

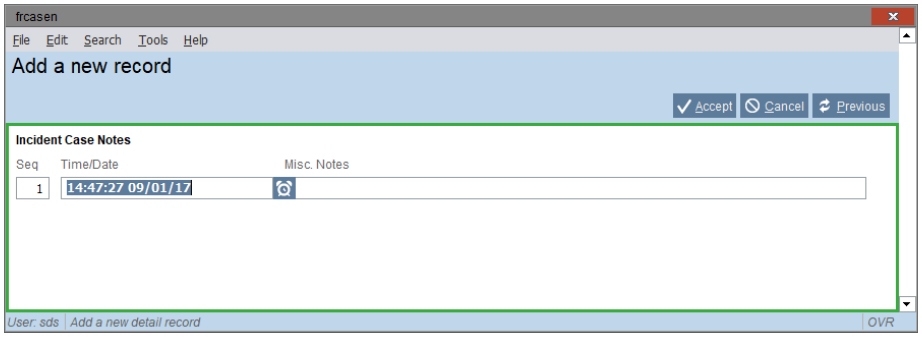
The first line of the most recent Notes detail record appears on the Fire Case Management screen. To view all the detail records, click **View** and enter the number of the **Notes** field.

One Notes record can be added without opening the detail window. To add more than one Notes record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software automatically populates a sequence number of **`1`**. The first line of the note that has sequence number `1` appears on the main Fire Case Management screen. A different sequence number can be entered.

The software also populates the current time and date. This information can be changed. Clicking the **Time** button (Ctrl+T) enters the current time and date.



3. In the **Misc Notes** field, enter any comments or narrative pertinent to the investigation. Click **Editor** (Ctrl+E) to access the text editor. If your agency uses outlines for this field, then the software displays a list of outlines when first accessing this field. Select the desired outline, and the text editor opens.
4. Click **Accept** (Alt+A) to save the Incident Case Notes detail record.

   The software re-assigns the sequence numbers of any previous Incident Case Notes detail records.
5. Repeat steps 2–4 to add as many entries as necessary.
6. Click **Exit** to close the detail window.

Solvability Evaluation Type

Enter the type of evaluation used to determine the solvability of this case (for example, `ARSON`). Click the Lookup button (Ctrl+E) and select a code from the list.

Total Score

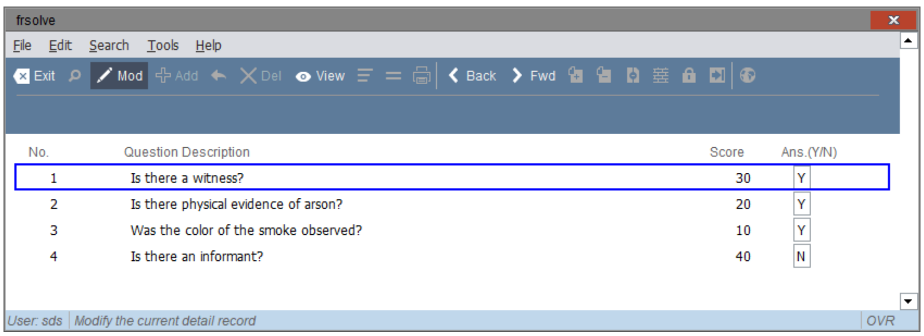
The software computes the value in the field based upon your responses to the solvability questions (in the following field) for the evaluation type specified in the **Solvability Evaluation Type** field.

Question

Displays the first of a list of questions that are based upon the type specified in the **Solvability Evaluations Type** field. Your answers to these questions determine the total solvability score for the case. To answer the solvability questions:

1. Click **Detail** (Ctrl+N) to open the detail window.

   The software displays a list of questions. The answer for each question automatically defaults to `N` (no).



> **TIP**
>
> To view solvability questions one at a time, click the **Solve** button on the Fire Case Management screen. Scroll through the list using the Arrow keys.

2. To change an answer, highlight the question and then click **Mod**. Press the Y key (yes), and then click **Accept** (Alt+A).

   When an answer is changed, the software automatically recalculates the number in the **Total Score** field on the Case Management screen.

3. Click **Exit** to close the detail window.

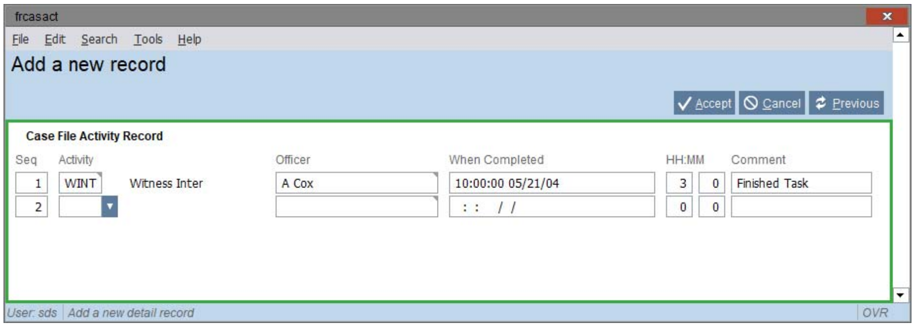
Activity

Contains a history of all officer activity associated with the case. The two most recent Case File Activity detail records appear on the Fire Case Management screen. A plus sign (+) following the second **Activity** field indicates that more than two detail records exist. To view all the detail records, click **View** and enter the number of the **Activity** field.

To add an Activity detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

The software automatically populates a sequence number of `1` and places the cursor in the **Activity** field. A different number can be entered.



3. Enter the code for the type of activity performed for the case (for example, `SINT` for Suspect Interview). Click the Lookup button (Ctrl+E) to select an activity from the list.
4. Enter the name of the officer who performed the associated case activity. Click the Lookup button (Ctrl+E) to select a name from the list.
5. Enter the date and time the case activity was completed. Click the **Time** button (Ctrl+T) to enter the current date and time in this field.
6. Enter the time (in hours and minutes) spent on the case activity.
7. Enter up to 30 characters of comments relating to the case activity.
8. Click **Accept** (Alt+A) to save the Case File Activity detail record.

   The software reassigns the sequence numbers of any previous Case File Activity detail records.
9. Repeat steps 2–8 to add as many entries as necessary.
10. Click **Exit** to close the detail window.

Adding Fire Patient Treatment Information

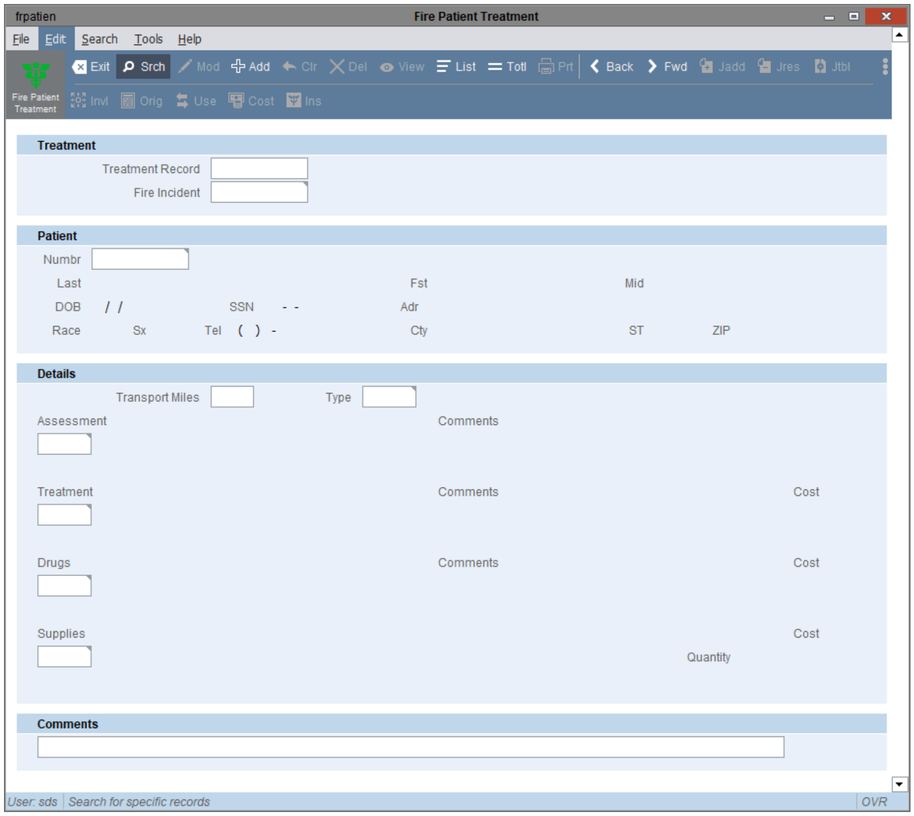
The Fire Patient Treatment screen allows patient, transport, and medical assessment information to be entered. Information about treatment, drugs, and supplies used to care for the patient can also be added.

To add a Fire Patient Treatment record:

1. Do one of the following:
   - At the command line, enter **`fpatient`**.
   - Click **Fire Patient Treatment** from the Fire Records menu.
   - Click the **Pat** button while displaying the desired Fire Incident record.

> **NOTE**
>
> It is recommended to access the Fire Patient Treatment screen by clicking the **Pat** button on the Fire Incident record. If using this method, then searching for the Fire Incident number can be avoided.

The Fire Patient Treatment screen opens.



2. Click the **Add** button if it is not already selected.
3. Enter the necessary information. For more information, see "Fields on the Fire Patient Treatment screen" on page 51.
4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Fire Patient Treatment screen

The Fire Patient Treatment screen contains the following fields.

`Treatment Record`

Contains the software-generated record number that is unique to this Fire Patient Treatment record.

The number can be changed by entering a number not already in use by an existing Fire Patient Treatment record. This number can be modified only if the Fire Patient Treatment record is not referenced anywhere else in the software.

Fire Incident

If accessing the Fire Patient Treatment screen from the Fire Incident record, then the field becomes display-only and shows the record number of the related Fire incident.

If accessing the Fire Patient Treatment screen from the menu or the command line, then click the Lookup button (Ctrl+E) in the field and search for the related Fire Incident record. After the desired Fire Incident record is found or added, and that record opens on the screen, click the **Use** button. The software returns to the Fire Patient Treatment screen and populates the number in the field.

Patient

The patient's Name record number can be entered using one of the following methods:

- If the Name record number is unknown, then enter the patient's last name in the **Last** field. Then, click **Accept** (Alt+A). The software displays a list of matching names. Highlight the desired name, and click the **Accept** button (Alt+A) or press Enter. The software returns to the Fire Patient Treatment screen and populates the patient information in the Patient name block.
- Click the Lookup button (Ctrl+E) to open the Names table and search for the correct record. After the desired Name record is found or added, and that record opens on the screen, click **Use**. The software returns to the Fire Patient Treatment screen and populates patient information in the Patient name block.

Transport Miles

Enter the number of miles the patient was transported.

Type

Enter the code for the means used to transport the patient (for example, `AIRM` for Air Med Helicopter). Click the Lookup button (Ctrl+E) to select from a list of codes.

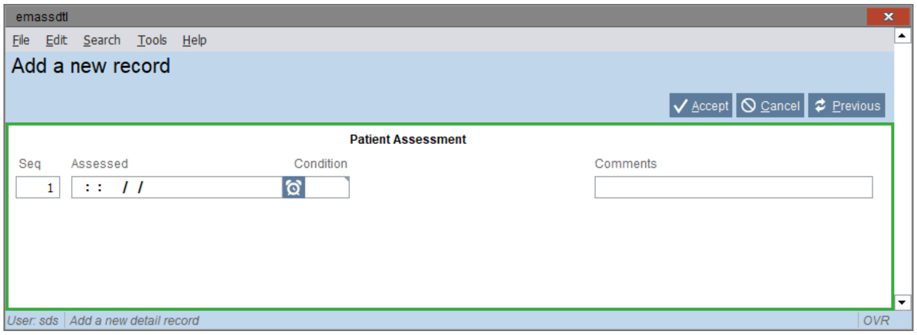
Assessment

Fields from the first two Patient Assessment detail records appear on the Fire Patient Treatment screen. A plus sign (+) following the second **Assessment** field indicates that more than two detail records exist. To view all the detail records, click **View** and enter the number of the **Assessment** field.

To add a Patient Assessment detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software populates a sequence number and places the cursor in the **Assessed** field.



3. Enter the time and date the medical assessment was completed. Click the **Time** button (Ctrl+T) to enter the current time and date.
4. Enter a code for the patient's condition (for example, `CDNSC` for condition at scene).
5. Enter up to 50 characters of comments about the patient's condition.
6. Click **Accept** (Alt+A) to save the Patient Assessment detail record.
7. Repeat steps 2–6 to add as many entries as necessary.
8. Click **Exit** to close the detail window.

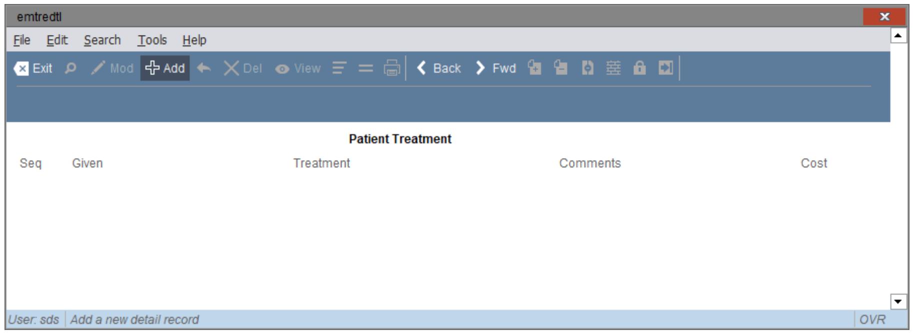
Treatment

Fields from the first two Patient Treatment detail records appear on the Fire Patient Treatment screen. A plus sign (+) following the second **Treatment** field indicates that more than two detail records exist. To view all the detail records, click **View** and enter the number of the **Treatment** field.

To add a Patient Treatment detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

The software populates a sequence number and places the cursor in the **Given** field.



3. Enter the time and date the medical treatment was given. Click the **Time** button (Ctrl+T) to enter the current time and date.
4. Enter a code for the medical treatment (for example, `SPLIN` for splint).
5. Enter up to 40 characters of comments about the medical treatment.
6. The software populates the **Cost** field, but the entry can be changed.
7. Click **Accept** (Alt+A) to save the Patient Treatment detail record.
8. Repeat steps 2–7 to add as many entries as necessary.
9. Click **Exit** to close the detail window.

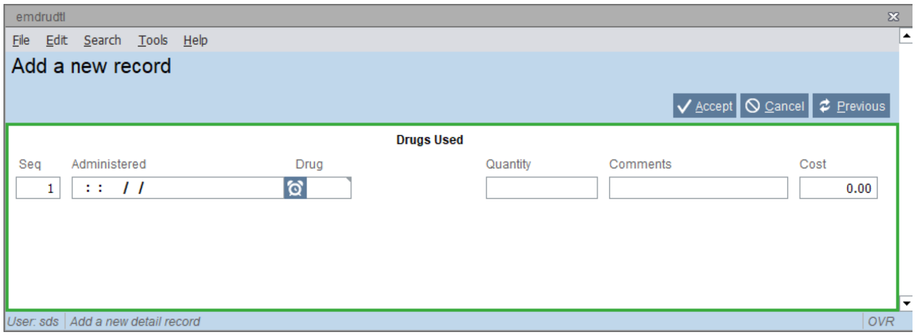
Drugs

Fields from the first two Drug entries are displayed on the Fire Patient Treatment screen. A plus sign (+) following the second **Drugs** field indicates that more than two detail records exist. To view all the detail records, click **View** and enter the number of the **Drugs** field.

To add a Drugs Used detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

The software populates a sequence number and places the cursor in the **Administered** field.



3. Enter the time and date the drug was administered. Click the **Time** button (Ctrl+T) to enter the current time and date.
4. Enter a code for the drug (for example, `NITRO` for nitroglycerin).
5. Enter the quantity administered.
6. Enter up to 40 characters of comments.
7. The software populates the **Cost** field, but the entry can be changed.
8. Click **Accept** (Alt+A) to save the Drugs Used detail record.
9. Repeat steps 2–8 to add as many entries as necessary.
10. Click **Exit** to close the detail window.

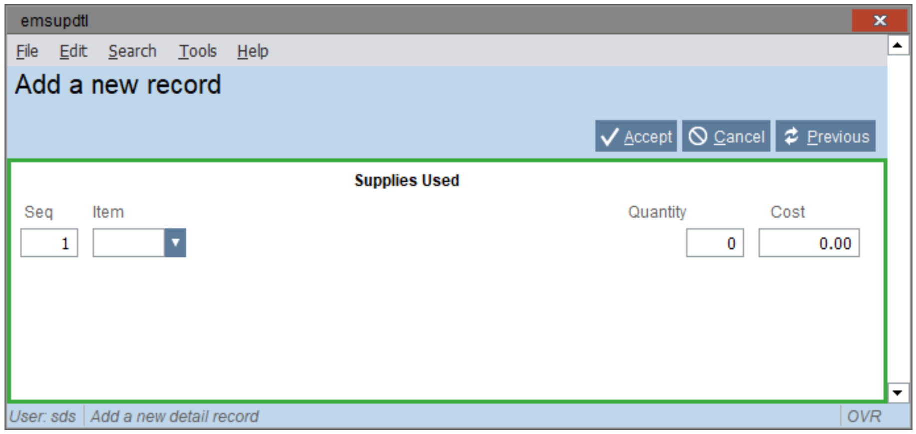
Supplies

Fields from the first two Supply entries are displayed on the Fire Patient Treatment screen. A plus sign (+) following the second **Supplies** field indicates that more than two detail records exist. To view all the detail records, click **View** and enter the number of the **Supplies** field.

To add a Supplies Used detail record:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

The software enters a sequence number and places the cursor in the **Item** field.



3. Enter a code for the item (for example, `IVTUB` for IV tubing).
4. Enter the quantity used. The **Quantity** field defaults to `1`, but this number can be changed. When the amount is changed in the **Quantity** field, the software automatically recalculates the **Cost** field.
5. The software populates the **Cost** field, but the entry can be changed.
6. Click **Accept** (Alt+A) to save the Supplies Used detail record.
7. Repeat steps 2–6 to add as many entries as necessary.
8. Click **Exit** to close the detail window.

Comments

Click **Editor** (Ctrl+E) to expand the field to a full screen and open the text editor. If your agency has outlines defined for the field, then the software displays a list from to choose.

Printing Patient Cost Statements

To print patient cost statements, click the **Cost** button from the Fire Patient Treatment screen. Patient cost statements include the following information.

Category of information	Information included in the statement
Agency	name, address, phone number
Incident	number, date and time, nature
Patient	name, address
Transportation	type, itemized cost, total cost
Treatment Provided	type, itemized cost, total cost
Drugs Administered	item, description, itemized cost, total cost
Supplies Used	item, quantity, itemized cost, total cost
Total Patient Costs	total patient cost

Adding Patient Insurance Information

The Patient Insurance Information screen allows for information about the insurance subscriber, responsible party, and policy to be entered.

To add a Patient Insurance Information record:

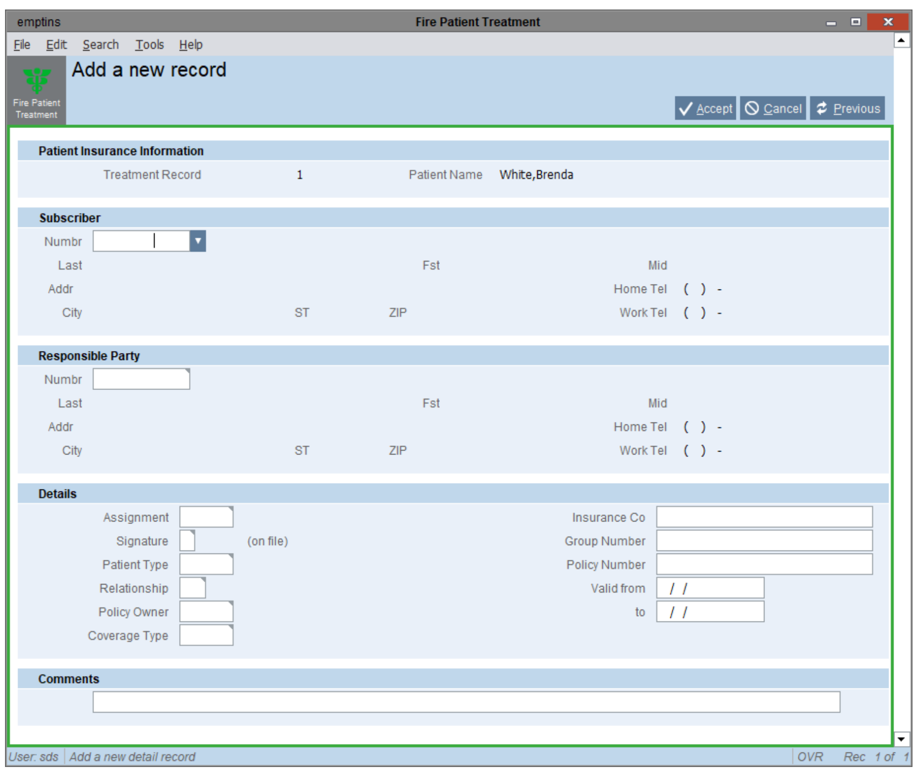
1. Click the **Ins** button while displaying the desired Fire Patient Treatment record to enter information.

> **NOTE**
>
> If only needing to view or modify Patient Insurance Information records, then open the Patient Insurance Information screen by selecting it from the Fire Records menu or by entering **`insinfo`** at the command line. To add a Patient Insurance Information record, however, use the **Ins** button to access the Fire Patient Information screen.

The Patient Insurance Information screen opens.

2. Click the **Add** button if it is not already selected.

The software populates the **Treatment Record** and **Patient Name** fields and places the cursor in the **Subscriber** field.



3. Enter the necessary information. For more information, see "Fields on the Patient Insurance Information screen" on page 59.
4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Patient Insurance Information screen

The Patient Insurance Information screen contains the following fields.

`Treatment Record`

If using the **Ins** button on the Fire Patient Treatment screen to access the Patient Insurance Information screen, then the field becomes display-only. It displays the record number of the related Fire Patient Treatment record.

If accessing the Patient Insurance Information screen from the Fire Records menu or by entering **`insinfo`**, then click the Lookup button (Ctrl+E) in the field to search for the related Fire Patient Treatment record. (Enter search parameters in any field except the **EMS Incident** field.)

`Patient Name`

Like the **Treatment Record** field, this field becomes display-only if using the **Ins** button on the Fire Patient Treatment screen to access the Patient Insurance Information screen. The field displays the name from the related Fire Patient Treatment record.

`Subscriber`

Enter the record number of the insurance subscriber's Name record.

If the Name record number is unknown, then click the Lookup button (Ctrl+E) to open the Names table and find or add the correct record. After the Name record is displayed, click **Use** from the Names screen toolbar. The software returns to the Patient Insurance Information screen and populates the subscriber's name, address, and phone numbers.

`Subscriber Name, Address, Phone Numbers`

The software automatically populates these fields when a Name Number is entered in the **Subscriber** field. These fields are display-only, except in Search mode.

`Responsible Party`

Enter the record number of the responsible party's Name record.

If the Name record number is unknown, then click the Lookup button (Ctrl+E) to open the Names table and find or add the correct record. After the Name record is displayed, click **Use** from the Names screen toolbar. The software returns to the Patient Insurance Information screen and populates the responsible party's name, address, and phone numbers.

Responsible Party Name, Address, Phone Numbers

The software automatically populates these fields when a Name Number is entered in the **Responsible Party** field.

Assignment

Typically, this field is used to specify the person assigned to the insurance case or to indicate the assignment of financial claim. Check your agency's policy regarding the use of this field.

Signature

Indicate (by pressing either the Y key for yes or the N key for no) whether the responsible party's signature is on file.

Patient Type

Enter the code for the type of patient category (for example, `CON` for Consenting or `PCON` for Parental Consent). Click the Lookup button (Ctrl+E) to select from a list of codes.

Relationship

Enter the code specifying the relationship of the responsible party to the patient (for example, `HU` for Husband). Click the Lookup button (Ctrl+E) and select from a list of codes.

Policy Owner

Enter the code for the person who owns the policy (for example, `HUSB` for husband). Click the Lookup button (Ctrl+E) to select from a list of codes.

Coverage Type

Enter the code for the type of coverage offered by the policy (for example, `FMC` for Full Medical Coverage). Click the Lookup button (Ctrl+E) and select from a list of codes.

`Insurance`

Enter the name of the applicable insurance company.

`Group Number`

Enter the group number of the insurance policy.

`Policy Number`

Enter the insurance policy number.

`Valid From/To`

Enter the period of time for which the insurance policy is valid. Use the *mm/dd/yyyy* format when entering the dates.

`Comments`

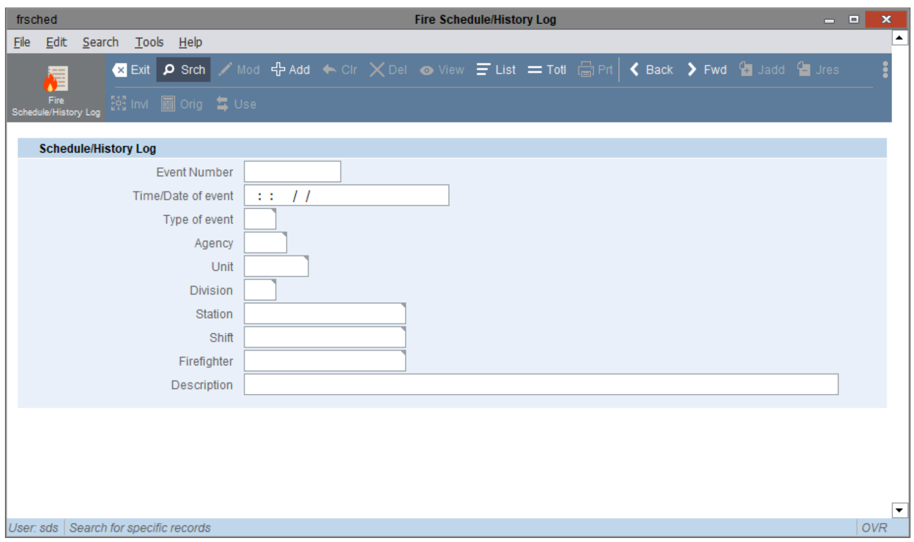
Click the **Editor** button (Ctrl+E) to open the text editor. Enter any comments about the insurance information.

Using the Fire Schedule/History Log

From the Fire Schedule/History Log screen, schedule fire department events—such as presentations, inspections, and drills—and enter the agency, unit, division, station, shift, and officer involved with each event. After the event is completed, this information can be used to maintain a history of your agency's activities.

1. To add a Fire Schedule/History Log record, do one of the following:
   - At the command line, enter **`firelog`**.
   - Open the Fire Records menu and click **Fire Schedule/History Log**.

   The Fire Schedule/History Log screen opens.



2. Click the **Add** button.
3. Enter the necessary information. For more information, see "Fields on the Fire Schedule/History Log screen" on page 62.
4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Fire Schedule/History Log screen

The Fire Schedule/History Log screen contains the following fields.

`Event Number`

Displays the software-generated number that is unique to this record. This number can be changed to another unique number if the record is not referenced elsewhere in the software.

`Time/Date of event`

Enter the time and date of the scheduled event. Click the **Time** button (Ctrl+T) to enter the current time and date.

`Type of event`

Enter the code for the type of event (for example, `FIN` for Fire Inspection or `SFD` for School Fire Drill). Click the Lookup button (Ctrl+E) to select a code from the list.

`Agency`

Enter the agency involved with the event. Click the Lookup button (Ctrl+E) to select an agency from the list.

`Unit`

Enter the unit involved with the event. Click the Lookup button (Ctrl+E) to select a unit from the list.

`Division`

Enter the division involved with the event. Click the Lookup button (Ctrl+E) to select a division from the list.

`Station`

Enter the station involved with the event. Click the Lookup button (Ctrl+E) to select a station from the list.

`Shift`

Enter the shift involved with the event. Click the Lookup button (Ctrl+E) to select a shift from the list.

`Officer`

Enter the name of the officer involved with the event. Click the Lookup button (Ctrl+E) to select a name from the list.

`Description`

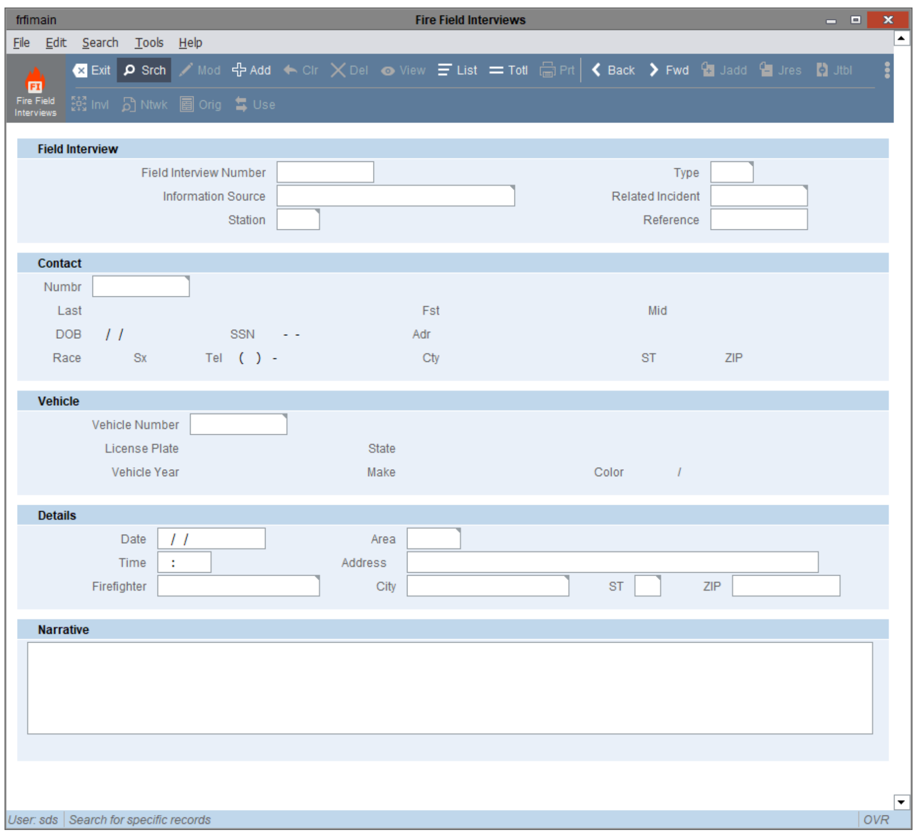
Enter a description of the event. Click **Editor** (Ctrl+E) to open the text editor.

Using the Fire Field Interviews Screen

Use the Fire Field Interviews screen to record information obtained from field interviews, including information about the people, vehicles, and property involved in the interview. The contact's name is stored in the Names table, as is the name of any other person involved with the field interview. Using the **Invl** button, any number of applicable Name, Vehicle, and Property records can be attached.

1. To add a Fire Field Interview record, do one of the following:
   - At the command line, enter **`frfldint`**.
   - Open the Field Interview screen by opening the Fire Records menu and selecting **Fire Field Interviews**.

   The Fire Field Interviews screen opens.



2. Click the **Add** button.
3. Enter information in the fields on the Fire Field Interviews screen. For more information, see "Fields on the Fire Field Interviews screen" on page 65.

4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Fire Field Interviews screen

The Fire Field Interviews screen contains the following fields.

`Field Interview Number`

Displays the software-generated number that is unique to this Fire Field Interview record. This number can be changed to another unique number if the Fire Field Interview record is not referenced elsewhere in the software.

`Information Source`

Enter the source of the information, such as field contact or confidential informant. Your agency can use this field to track the flow of information.

`Agency`

Enter the agency conducting the investigation. Click the Lookup button (Ctrl+E) to select an agency from the list.

`Contact`

Enter the number of the contact's Name record. If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Names table and search for the correct record. After the desired Name record is found or added, and that record appears on the screen, click the **Use** button. The software returns to the Fire Field Interview screen and populates the contact information.

`Vehicle`

Enter the number of the Vehicle record associated with the field interview. If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Vehicle table and search for the correct record. After the desired Name record is found or added, and that record opens on the screen, click the **Use** button. The software returns to the Fire Field Interview screen and populates the vehicle information.

`Date`

Enter the date of the field interview. Click the **Time** button (Ctrl+T) to enter the current date.

`Time`

Enter the time of the field interview. Click the **Time** button (Ctrl+T) to enter the current time.

`Officer`

Enter the name or name code of the officer performing the field interview. Click the Lookup button (Ctrl+E) to select a name from the list.

`Area`

Enter the area in which the field interview took place. Click the Lookup button (Ctrl+E) to select an area from the list.

`Address Indicator`

An unlabeled field that appears between the **Address** field description and the street address. This field is used only if your agency maintains a geobase. Normally, this field displays an equal sign (=) if the address is geobased or a colon (`:`) if the address is not geobased. For more information, see the *RMS User Manual*.

`Address`

If your agency uses the CAD module, then the software automatically populates the address, city, and state for incidents generated through CAD calls.

If your agency does not use the CAD module, then enter the address where the incident occurred. If your agency maintains a geobase, then the software performs a search to find the address in the geobase, creating an alert if the address does not exist. For more information, see the *RMS User Manual*.

`Address Alert`

An unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter.

For more information, see the *RMS User Manual*.

`City`

Enter the city in which the incident took place. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobased address is entered in the **Address** field.

`ST`

Enter the state in which the incident occurred. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.

`Zip`

Enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.

`Comments`

Enter a summary of the interview. If your agency keeps paper files, then it might be beneficial to also enter the location at which the paper copy of the narrative is filed. Click **Editor** (Ctrl+E) to open the text editor.

Adding involvements to field interviews

For many field interviews, adding involvements might be beneficial. For example, adding involvements for any persons (besides the primary contact), vehicles, and property associated with the field interview.

These involvements can be added directly to the involvements list. To open the Involvements screen, click **Invl** from the Fire Field Interviews screen. For more information, see the *RMS User Manual*.

Using the Fire Intelligence Screen

Use the Fire Intelligence screen to track persons who are of special interest to your agency. The Fire Intelligence table interacts with the Names, Vehicle, and Property tables and provides the following additional intelligence information:

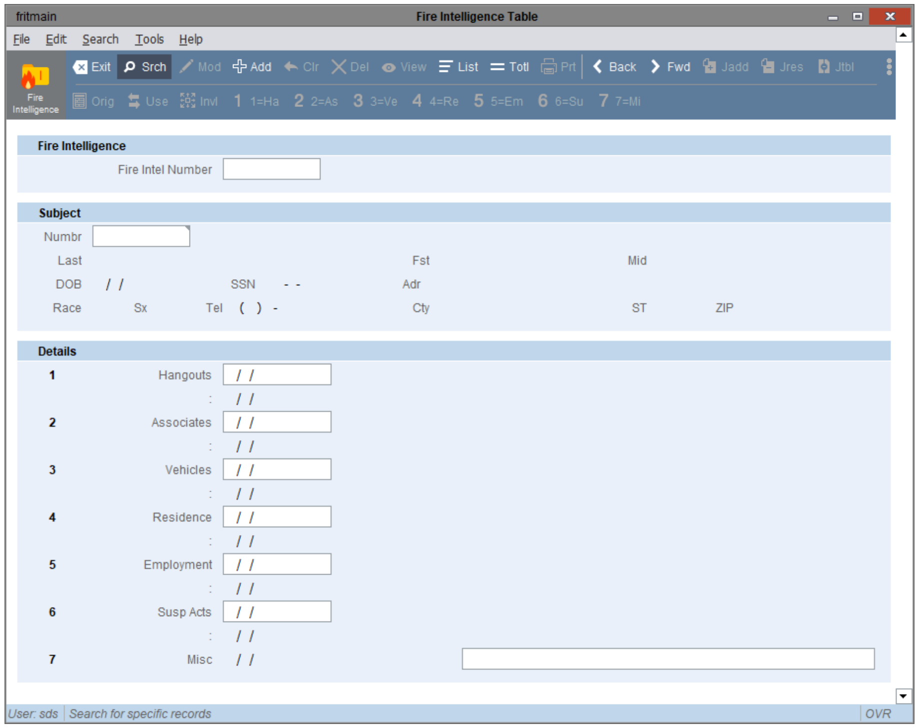
- Hangouts
- Associates
- Vehicles
- Residences
- Employment
- Suspicious activity
- Miscellaneous comments

The Fire Intelligence table is useful to investigators or personnel who observe suspects over an extended period of time and record their activities. For security reasons, information in the Fire Intelligence table is not available to all users.

> **NOTE**
>
> To view, print, and delete records in the Fire Intelligence table, additional security passwords or additional security clearance might be required. See your SAA for more details.

1. To add a Fire Intelligence record, do one of the following:
   - At the command line, enter **`frintel`**.
   - Open the Intelligence screen by opening the Fire Records menu and selecting **Fire Intelligence Table**.

The Fire Intelligence screen opens.



2. Click the **Add** button.
3. Enter information in the fields on the Intelligence screen. For more information, see “Fields on the Fire Intelligence screen” on page 69.
4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Fire Intelligence screen

The Fire Intelligence screen contains the following fields.

`Intelligence Number`

Displays the software-generated number that is unique to this Fire Intelligence record. This number can be changed to another unique number if the Fire Intelligence record is not referenced elsewhere in the software.

`Subject (name block)`

Enter the number for the subject’s Name record. If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Names table and search for the correct record. After the desired Name record is found or added, and that record opens on the screen, click the **Use** button. The software returns to the Fire Intelligence screen and populates the subject’s information.

Details area

The fields in this area correspond to detail windows in which data can be searched for, added, and modified. A plus sign (+) at the end of the second line indicates that more than two detail records exist. To view the other detail records, click the **View** button or press the V key and then press Enter. At the prompt, enter the number for the field and click **OK** or press Enter.

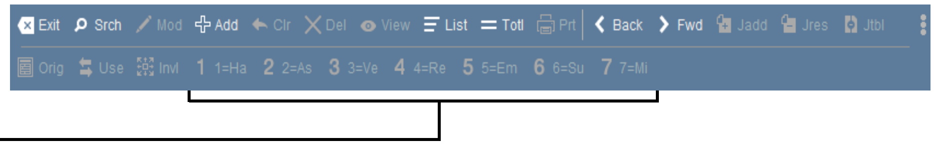
At each of these six fields, click **Detail** (Ctrl+N) to open the corresponding detail windows. For more information, see "Using the numbered buttons on the Fire Intelligence screen" on page 71, "Searching for data at detail fields" on page 71, and "Adding data in the Fire Intelligence detail windows" on page 71.

Complete the following fields as necessary:

- **Hangouts**: Enter any information regarding the known hangouts for the person of interest. See "Adding a Hangouts detail record" on page 71.
- **Associates**: Enter any information regarding the known associates for the person of interest. See "Adding an Associates detail record" on page 73.
- **Vehicles**: Enter any information regarding the known vehicles used or owned by the person of interest. See "Adding a Vehicles detail record" on page 74.
- **Residence**: Enter any information regarding the known residences for the person of interest. See "Adding a Residences detail record" on page 75.
- **Employment**: Enter any information regarding the known places of employment for the person of interest. See "Adding an Employment detail record" on page 77.
- **Susp Acts**: Enter any information regarding any suspicious acts committed by the person of interest. See "Adding a Suspicious Activities detail record" on page 79.
- **Misc**: Enter any miscellaneous comments regarding the Intelligence record. Click **Editor** (Ctrl+E) to open the text editor and add comments. The current date is entered in the field when the information is modified.

Using the numbered buttons on the Fire Intelligence screen

When accessing the Fire Intelligence program, a set of numbered options appears on the screen toolbar.



Numbered buttons on the Fire Intelligence screen

These numbered buttons correspond to the numbered fields on the screen (**Hangouts**, **Associates**, **Residences**, and so on). Use a numbered button to open the corresponding detail window. For example, if clicking the **1=Ha** button, then the software opens the Hangouts detail window. From the detail window, detail records can be added, modified, and deleted. If clicking the **7=Mi** button, then the software opens the text editor for the **Misc** field.

Searching for data at detail fields

Search data (dates, locations, phone numbers, and so on) can be entered in the **Hangouts**, **Associates**, **Vehicles**, **Residences**, **Employment**, and **Suspicious Activities** fields. If searching with questionable or incomplete data, then click **Type** (Ctrl+N) in the fields to designate a search type (such as `Not equal to` or `Greater than`).

Adding data in the Fire Intelligence detail windows

The following sections provide instructions on how to add information in the **Hangouts**, **Associates**, **Vehicles**, **Residence**, **Employment**, and **Susp Acts** fields.

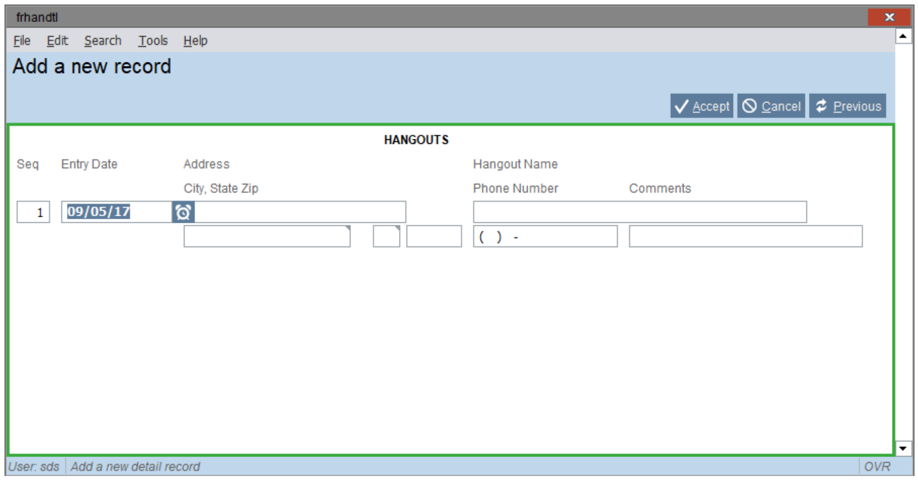
Adding a Hangouts detail record

To add a Hangouts detail record:

1. Open the Hangouts detail window by doing one of the following:
   – Click the **1=Ha** button
   – Click **Detail** (Ctrl+N) in the **Hangouts** field.
2. Click the **Add** button.

   The software automatically populates a sequence number of **`1`** and places the cursor in the **Entry Date** field. A single line of information from the detail records that have the sequence numbers `1` and `2` appears on the Fire Intelligence screen.

The software populates the current date in the **Entry Date** field, but the date can be changed. Click the **Time** button (Ctrl+T) to enter the current date.



3. In the **Address** field, enter the street address for the hangout. If the complete address does not appear on the screen (the address is longer than 25 characters), then an arrow appears on the right side of the field. Use the **View** button to see the complete address.

   The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter. For more information, see the *RMS User Manual*.

4. In the **City** field, enter the city. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobase address is entered in the **Address** field.

5. In the **State** field, enter the state. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.

6. In the **Zip** field, enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.

7. In the **Hangout Name** field, enter the name of the hangout.

8. In the **Phone Number** field, enter the phone number for the hangout. The software populates the local area code, but this information can be changed.
9. In the **Comments** field, click **Editor** (Ctrl+E) to open the text editor.
10. Click **Accept** (Alt+A) to save the Hangouts detail record.

    The software reassigns the sequence numbers of any previous Hangouts detail records.
11. Repeat steps 2–10 to add as many entries as necessary.
12. Click **Exit** to close the detail window.

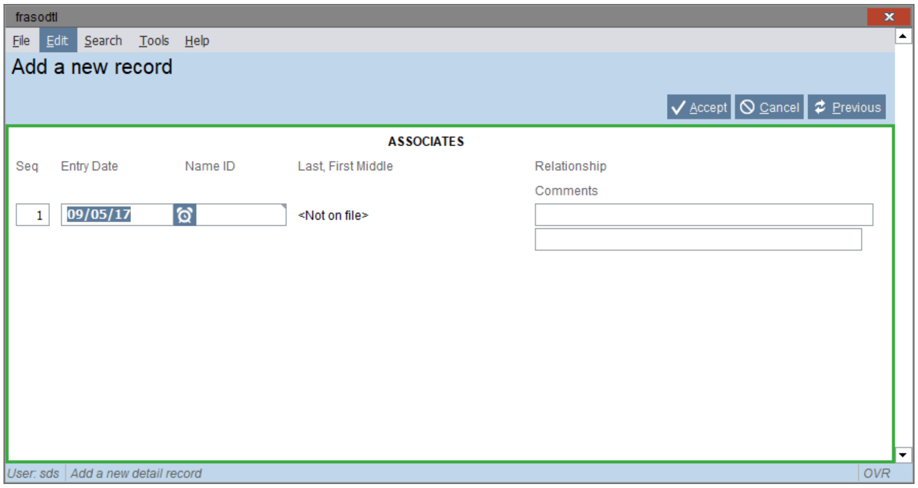
Adding an Associates detail record

To add an Associates detail record:

1. Open the Associates detail window by doing one of the following:
   - Click the **2=As** button
   - Click **Detail** (Ctrl+N) in the **Associates** field.
2. Click the **Add** button.

   The software automatically populates a sequence number of **`1`** and places the cursor in the **Entry Date** field. A single line of information from the detail records that have the sequence numbers `1` and `2` appears on the Fire Intelligence screen.

   The software populates the current date in the **Entry Date** field, but the date can be changed. Click the **Time** button (Ctrl+T) to enter the current date.



3. In the **Name ID** field, enter the record number assigned to the associate's Name record.

If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Names table and search for the correct record. After the desired Name record is found or added, and that record appears on the screen, click the **Use** button. The software returns to the Associates detail record and populates the name information.

4. In the **Relationship** field, enter up to 30 characters describing the relationship of the associate to the subject of the Fire Intelligence record.
5. In the **Comments** field, click **Editor** (Ctrl+E) to open the text editor.
6. Click **Accept** (Alt+A) to save the Associates detail record.

   The software reassigns the sequence numbers of any previous Associates detail records.
7. Repeat steps 2–6 to add as many entries as necessary.
8. Click **Exit** to close the detail window.

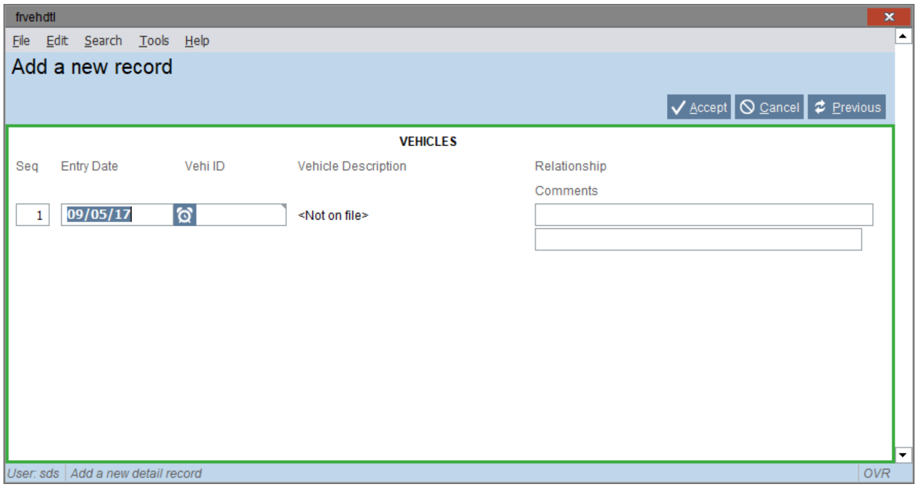
Adding a Vehicles detail record

To add a Vehicles detail record:

1. Open the Vehicles detail window by doing one of the following:
   - Click the **3=Ve** button
   - Click **Detail** (Ctrl+N) in the **Vehicle** field.
2. Click the **Add** button.

   The software automatically populates a sequence number of **`1`** and places the cursor in the **Entry Date** field. A single line of information from the detail records that have the sequence numbers `1` and `2` appears on the Fire Intelligence screen.

The software populates the current date in the **Entry Date** field, but the date can be changed. Click the **Time** button (Ctrl+T) to enter the current date.



3. In the **Vehi ID** field, enter the record number assigned to the Vehicle record.

   If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Vehicle table and search for the correct record. After the desired Vehicle record is found or added, and that record opens on the screen, click the **Use** button. The software returns to the Vehicles detail record and populates the **Vehicle Description** field.
4. In the **Relationship** field, enter up to 30 characters describing the relationship of the vehicle to the subject of the Fire Intelligence record.
5. In the **Comments** field, click **Editor** (Ctrl+E) to open the text editor.
6. Click **Accept** (Alt+A) to save the Vehicles detail record.

   The software reassigns the sequence numbers of any previous Vehicles detail records.
7. Repeat steps 2–6 to add as many entries as necessary.
8. Click **Exit** to close the detail window.

Adding a Residences detail record

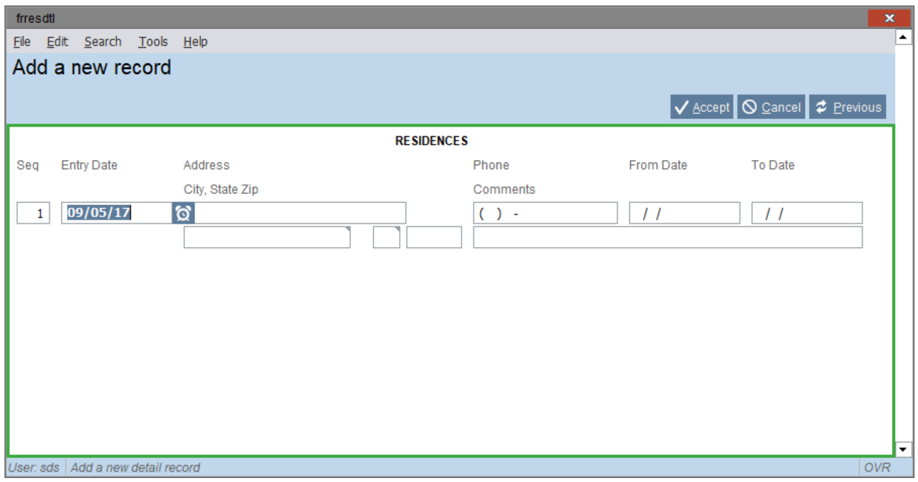
To add a Residences detail record:

1. Open the Residences detail window by doing one of the following:
   – Click the **4=Re** button
   – Click **Detail** (Ctrl+N) in the **Residence** field.

2. Click the **Add** button.

   The software automatically populates a sequence number of `1` and places the cursor in the **Entry Date** field. A single line of information from the detail records that have the sequence numbers `1` and `2` appears on the Fire Intelligence screen.

   The software populates the current date in the **Entry Date** field, but the date can be changed. Click the **Time** button (Ctrl+T) to enter the current date.



3. In the **Address** field, enter the street address for the residence. If the complete address does not appear on the screen (the address is longer than 25 characters), then an arrow appears on the right side of the field. Use the **View** button to see the complete address.

   The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter. For more information, see the *RMS User Manual*.

4. In the **City** field, enter the city. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobase address is entered in the **Address** field.

5. In the **State** field, enter the state. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.

6. In the **Zip** field, enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.
7. In the **Phone** field, enter the phone number for the residence. The software populates the local area code, but this information can be changed.
8. In the **From Date** field, enter the date the person was first associated with the residence.
9. In the **To Date** field, enter the date the person left the residence.
10. In the **Comments** field, click **Editor** (Ctrl+E) to open the text editor.
11. Click **Accept** (Alt+A) to save the Residences detail record.

    The software reassigns the sequence numbers of any previous Residences detail records.
12. Repeat steps 2–11 to add as many entries as necessary.
13. Click **Exit** to close the detail window.

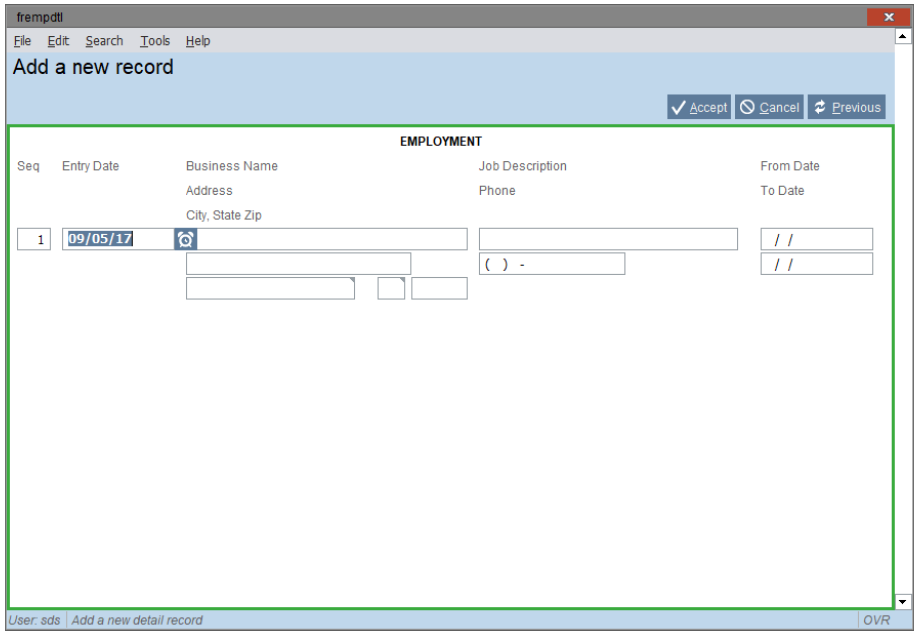
Adding an Employment detail record

To add an Employment detail record:

1. Open the Employment detail window by doing one of the following:
   – Click the **5=Em** button
   – Click **Detail** (Ctrl+N) in the **Employment** field.
2. Click the **Add** button.

   The software automatically populates a sequence number of **`1`** and places the cursor in the **Entry Date** field. A single line of information from the detail records that have the sequence numbers `1` and `2` appears on the Fire Intelligence screen.

The software populates the current date in the **Entry Date** field, but the date can be changed. Click the **Time** button (Ctrl+T) to enter the current date.



3. In the **Business Name** field, enter the name of the place of employment.
4. In the **Address** field, enter the street address for the place of employment. If the complete address does not appear on the screen (the address is longer than 25 characters), then an arrow appears on the right side of the field. Use the **View** button to see the complete address.

   The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter. For more information, see the *RMS User Manual*.
5. In the **City** field, enter the city. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobase address is entered in the **Address** field.

6. In the **State** field, enter the state. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.
7. In the **Zip** field, enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.
8. In the **Job Description** field, enter the person's job title or a description of the person's job duties. Click **Editor** (Ctrl+E) to open the text editor.
9. In the **Phone** field, enter the phone number for the place of employment. The software populates the local area code, but this information can be changed.
10. In the **From Date** field, enter the date the person started working at the place of employment.
11. In the **To Date** field, enter the last date the person worked at the place of employment.
12. Click **Accept** (Alt+A) to save the Employment detail records.

    The software reassigns the sequence numbers of any previous Employment detail records.
13. Repeat steps 2–13 to add as many entries as necessary.
14. Click **Exit** to close the detail window.

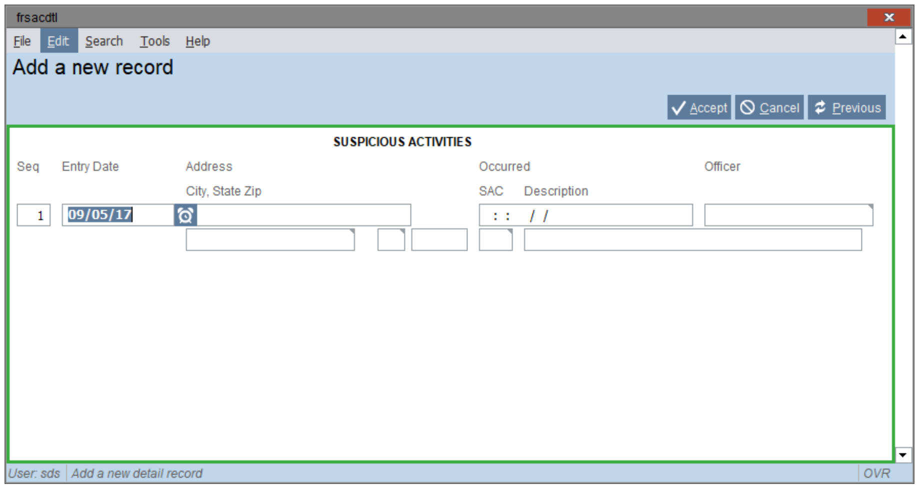
Adding a Suspicious Activities detail record

To add a Suspicious Activities detail record:

1. Open the Suspicious Activities detail window by doing one of the following:
   – Click the **6=Su** button
   – Click **Detail** (Ctrl+N) in the **Suspicious Activities** field.
2. Click the **Add** button.

   The software automatically populates a sequence number of **`1`** and places the cursor in the **Entry Date** field. A single line of information from the detail records that have the sequence numbers `1` and `2` appears on the Fire Intelligence screen.

The software populates the current date in the **Entry Date** field, but the date can be changed. Click the **Time** button (Ctrl+T) to enter the current date.



3. In the **Address** field, enter the street address where the suspicious activity occurred. If the complete address does not appear on the screen (the address is longer than 25 characters), then an arrow appears on the right side of the field. Use the **View** button to see the complete address.

   The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter. For more information, see the *RMS User Manual*.

4. In the **City** field, enter the city. Click the Lookup button (Ctrl+E) to select the city from the lookup list. If your agency maintains a geobase, then the software automatically populates the city when a geobase address is entered in the **Address** field.

5. In the **State** field, enter the state. Click the Lookup button (Ctrl+E) to select the state from the lookup list. If a city code is entered in the **City** field, then the software automatically populates the state.

6. In the **Zip** field, enter the postal ZIP Code. The last four characters are optional. The software populates the ZIP Code when a city code is entered in the **City** field.

7. In the **Occurred** field, enter the time and date the suspicious activity occurred.
8. In the **Officer** field, enter the name of the officer who reported the suspicious activity. Click the Lookup button (Ctrl+E) to select an officer from the lookup list.
9. In the **SAC** field, enter the code for the suspicious activity, such as `LNF` for Loitering Near Fire. Click the Lookup button (Ctrl+E) to select a code from the lookup list.
10. In the **Description** field, click **Editor** (Ctrl+E) to open the text editor.
11. Click **Accept** (Alt+A) to save the Suspicious Activities detail record.

    The software reassigns the sequence numbers of any previous Suspicious Activities detail records.
12. Repeat steps 2–11 to add as many entries as necessary.
13. Click **Exit** to close the detail window.

Adding involvements to Fire Intelligence records

For security the software does not create involvements to Fire Intelligence records. For example, if John Alderman is entered as the subject of a Fire Intelligence record, then the software does not create an involvement between John Alderman's Name record and the Fire Intelligence record.

When viewing the Involvements screen from a Fire Intelligence record, the involvements that appear are for the subject's Name record. If an involvement is added from this screen, then the involvement to the subject's Name record is also added. Other users can view the involvement through the Name record.

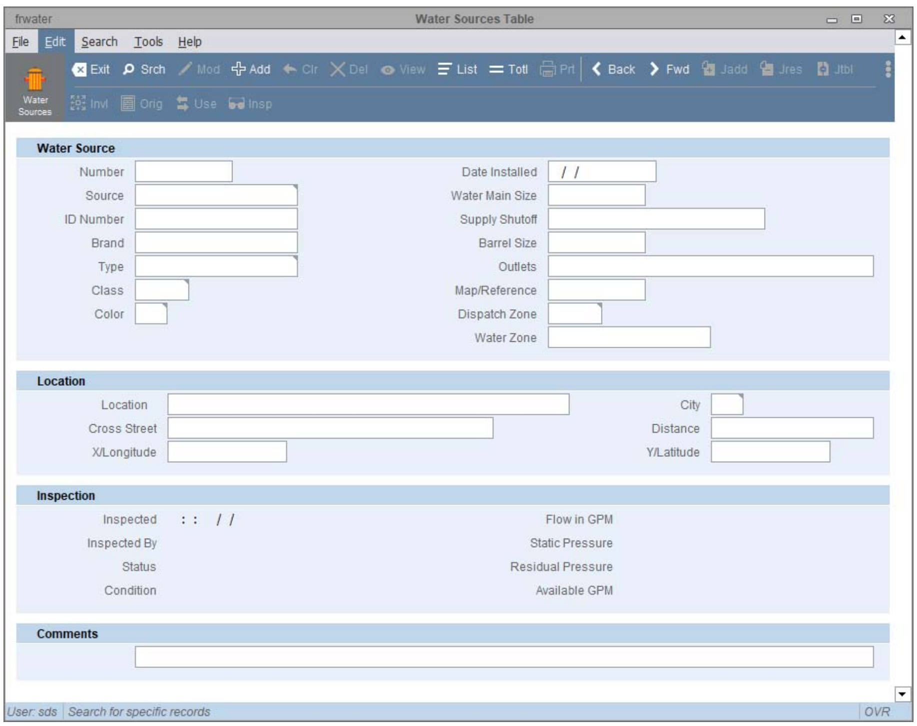
Using the Water Sources Screen

Use the Water Sources screen to record a description and the location of each water source. The Water Sources screen allows your agency to maintain detailed inspection data. The most recent inspection status opens on the screen, and the software maintains a history of all previous inspection records.

The Water Sources table accommodates all types of water sources, but many of the fields apply only to hydrant sources.

1. Open the Water Sources screen by doing one of the following:
   – At the command line, enter **`water`**.
   – Open the Fire Records menu and select **Water Sources Table**.

   The Water Sources screen opens.



2. Click the **Add** button.
3. Enter information in the fields on the Water Sources screen. For more information, see "Fields on the Water Sources screen" on page 83.
4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Water Sources screen

The Water Sources screen contains the following fields.

`Source Number`

Displays a software-generated number that is unique to the open Water Source record. This number can be changed to another unique number if the Water Source record is not referenced elsewhere in the software.

`Source`

Enter the category for the water source, such as canal or hydrant. Click the Lookup button (Ctrl+E) to select a category from the lookup list.

`ID Number`

Enter the identification number for the water source.

`Brand`

Enter the brand of the water source.

`Type`

Enter the type of water source. Click the Lookup button (Ctrl+E) to select a water source type from the lookup list.

`Class`

Enter the class of the water source, based on gallons per minute. Click the Lookup button (Ctrl+E) to select a class from the lookup list.

`Color`

Enter the color used to classify the water source. Click the Lookup button (Ctrl+E) to select a color from the lookup list.

`Date Installed`

Enter the date the water source was installed. Click the **Time** button (Ctrl+T) to enter the current date.

`Water Main Size`

Enter the size of the main water supply to the water source.

`Supply Shutoff`

Enter the location of the shutoff for the water source.

`Barrel Size`

Enter the size of the main hydrant barrel.

`Outlets`

Enter the number and size of outlets on the hydrant.

`Map/Reference`

Enter the number used to locate the applicable map.

`Dispatch Zone`

Enter the dispatch zone in which the water source is located. Click the Lookup button (Ctrl+E) to select a zone from the list.

`Water Zone`

Enter the municipal water zone in which the water source is located.

`Address Indicator`

An unlabeled field that appears between the **Address** field description and the street address. This field is used only if your agency maintains a geobase. Normally, this field displays an equal sign (=) if the address is geobased or a colon (`:`) if the address is not geobased. For more information, see the *RMS User Manual*.

`Location`

Enter the street address for the water source.

`Address Alert`

An unlabeled field that follows the street address. This field is used only if your agency maintains a geobase. If any alerts exist for the address, then this field displays the first address alert code. A plus sign (+) following the alert indicates that multiple alerts exist. To view all the alerts, click the **View** button or press the V key and then press Enter. At the prompt, enter the number of the **Address Alerts** field and click **OK** or press Enter.

For more information, see the *RMS User Manual*.

`City`

Enter the city in which the water source is located. Click the Lookup button (Ctrl+E) to select the city from the lookup list.

`Cross Street`

Enter the cross street or landmark nearest the water source.

`Distance`

Enter the distance from the nearest cross street or landmark to the water source.

`Comments`

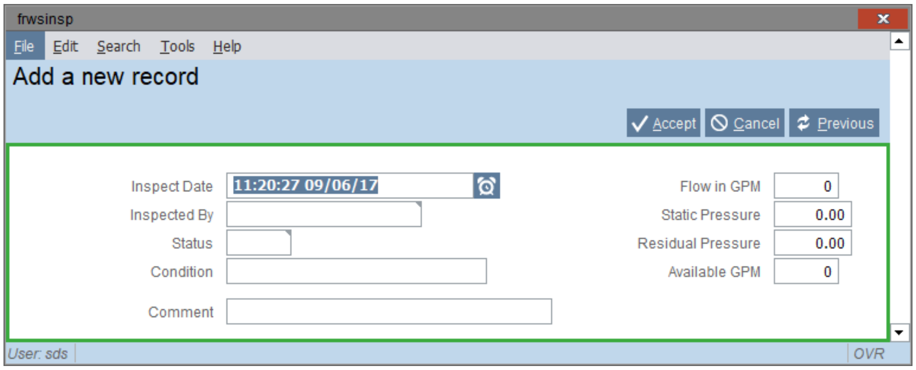
Enter any comments relating to the water source. Click **Editor** (Ctrl+E) to open the text editor.

Entering inspection status information

To enter Inspection Status information:

1. Click the **Insp** button on the Water Sources screen.

   The Inspection Status detail window opens.



2. Click the **Add** button if it is not already selected.
3. Enter information in the fields on the Inspection Status detail window. For more information, see "Fields in the Inspection Status detail window" on page 86.
4. When the information has been entered, click **Accept** (Alt+A).

The software retains all previous Inspection Status detail records. The most recent Inspection Status detail record appears on the Water Sources screen. Click the **List** button to view all the Inspection Status detail records.

Fields in the Inspection Status detail window

The Inspection Status detail window contains the following fields.

`Inspect Date`

Enter the time and date that the inspection took place. The software populates the current time and date, but the information can be changed. Click the **Time** button (Ctrl+T) to enter the current time and date.

`Inspected By`

Enter the name of the person who performed the inspection. Click the Lookup button (Ctrl+E) to select the person from the lookup list.

`Status`

Enter the status of the water source, for example, routine maintenance or static test. Click the Lookup button (Ctrl+E) to select a status from the lookup list.

`Condition`

Enter a description of the water source's condition.

`Flow in GPM`

Enter the flow of water available from the water source, in gallons per minute. The software populates the value from the previous Inspection Status detail record, but the value can be changed.

`Static Pressure`

Enter the static pressure of the water source, in pounds per square inch (psi). The software populates the value from the previous Inspection Status detail record, but the value can be changed.

`Residual Pressure`

Enter the residual pressure of the water source, in pounds per square inch (psi). The software populates the value from the previous Inspection Status detail record, but the value can be changed.

`Available GPM`

Displays the gallons per minute available from the water source. When clicking **Accept** (Alt+A), the software uses the values in the **Flow in GPM**, **Static Pressure**, and **Residual Pressure** fields to calculate the gallons per minute.

`Comment`

Enter any comments relating to the inspection.

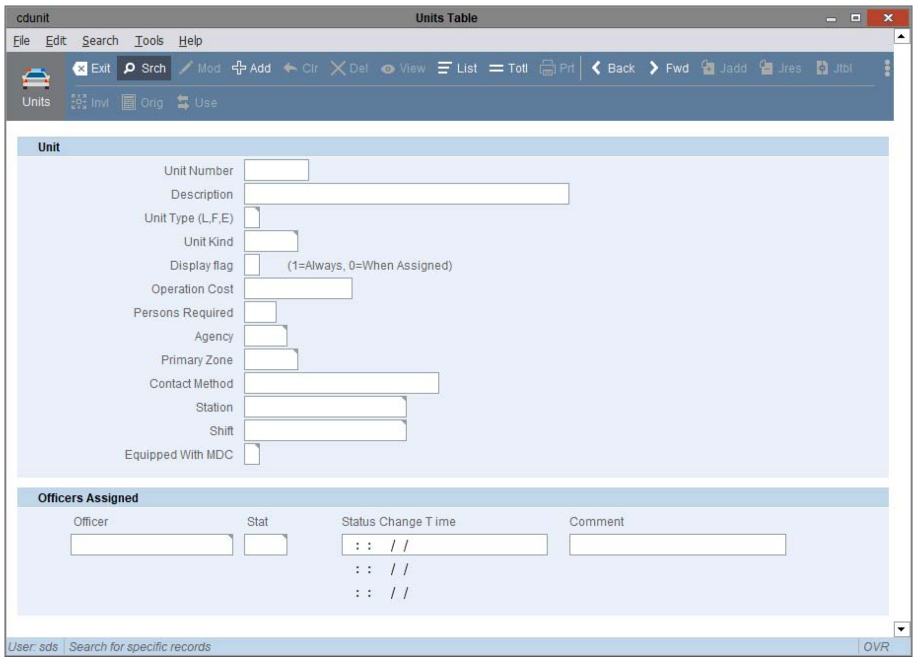
Adding Information about Units

The Units table (`cdunit`) includes the following information about each unit at your agency: the number of the unit, the unit type and kind, the number of persons required, the agency, and the primary zone. The record also shows the officers who are assigned to the unit and their status.

To add a Units record:

1. At the command line, enter **`cdunit`**.

   The Units screen opens.



2. Click the **Add** button.
3. Enter the necessary information. For more information, see "Fields on the Units screen" on page 88.
4. When the information has been entered, click **Accept** (Alt+A).

Fields on the Units screen

The Units screen contains the following fields.

`Unit Number`

Enter the number that your agency uses to identify the unit.

`Description`

Enter a brief description of the unit.

`Unit Type (L,F,E)`

Enter the code for the type of unit: `l`=law, `f`=fire, `e`=emergency unit, `m`=miscellaneous unit. Click the Lookup button (Ctrl+E) to select from a list of codes.

`Unit Kind`

Enter the code for the kind of unit (for example, `AMB` for ambulance, `PAR` for paramedic, or `FDINV` for fire department investigator). Click the Lookup button (Ctrl+E) to select from a list of codes.

`Display Flag`

Enter `1` to always display the unit on the CAD Status screen. Enter `0` to display the unit only when it is assigned to a call.

`Persons Required`

Enter the minimum number of officers the unit must carry when on duty.

`Agency`

Specify the agency to which the unit belongs. Click the Lookup button (Ctrl+E) to select from a list of agency codes.

`Primary Zone`

Enter the code for the primary zone to which the unit is assigned. Click the Lookup button (Ctrl+E) to select from a list of codes.

`Contact Method`

Enter the method used to contact the unit (for example, `radio`, `phone`, or `pager`). If the contact method uses a number, such as a phone number, then include the number.

`Station`

Enter the code identifying the station to which this unit is assigned. Click the Lookup button (Ctrl+E) to select from a list of codes.

`Shift`

Enter the code identifying the shift to which this unit is assigned. Click the Lookup button (Ctrl+E) to select from a list of codes.

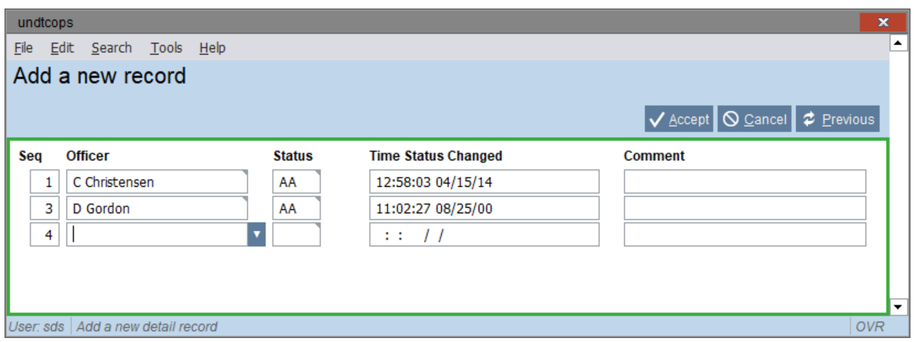
`Officers Assigned`

From the **Officer** field, a detail window can be opened and any number of assigned officer detail records can be added. The first three Assigned Officer detail records appear on the Units screen. A plus sign (+) following the third **Officer** field indicates that more than three detail records exist. To view all the Officer Assigned detail records, click **View** and enter the number of the **Officer** field.

One assigned officer can be added without opening the detail window. To add more than one assigned officer:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software assigns a sequence number and places the cursor in the **Officer** field.



3. Enter the name of the officer assigned to the unit. Click the Lookup button (Ctrl+E) to select a name from the list.
4. Enter the code for the status of the officer (for example, `AA` for assigned and available, or `SIC` for On Sick Leave). Click the Lookup button (Ctrl+E) to select a status code from the list.
5. Enter the time and date when the officer went on the current status. Click the **Time** button (Ctrl+T) to enter the current time and date.
6. Enter up to 30 characters in the **Comments** field.
7. Click **Accept** (Alt+A) to save the Officer Assigned detail record.

8. Repeat steps 2–7 for each Officer Assigned detail record being added.
9. Click **Exit** to close the detail window.

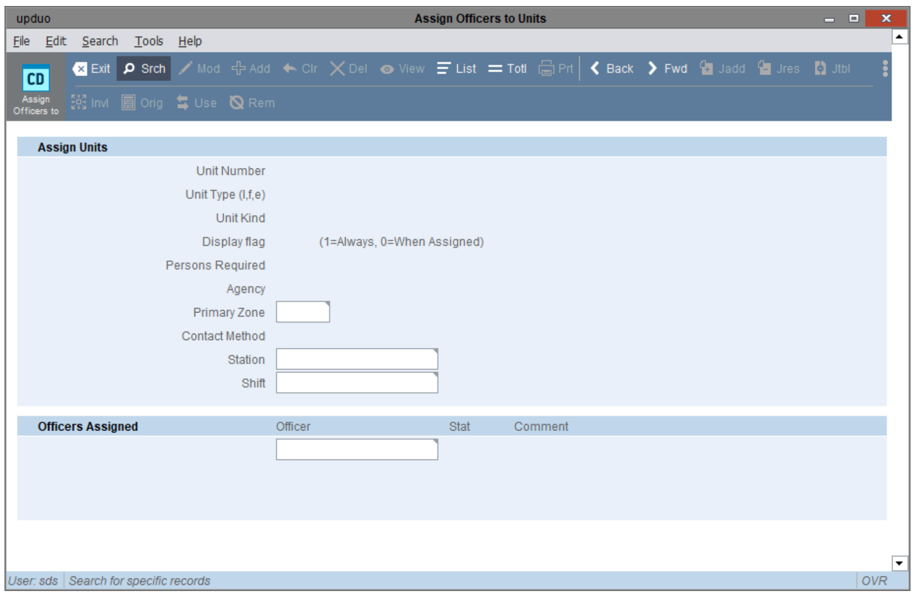
Assigning Officers to Units

The Assign Officers to Units screen (**updoo**) allows officers to be assigned to a unit without modifying the Unit record.

To assign officers to a unit:

1. At the command line, enter **updoo**.

   The Assign Officers to Units screen opens.



> **NOTE**
>
> Because the Assign Officers to Units screen uses the information that already exists in the Units table, no **Add** button appears on the Assign Officers to Units screen.

2. Click the **Srch** button to open a search screen and place the cursor in the **Unit Number** field.
3. In the **Unit Number** field, enter the number of the unit that the officer is being assigned. Then, click **Accept** (Alt+A) to perform the search. (If the unit number is unknown, then from the **Unit Type** field, click **List** to display the results of the search set, and select the unit from the list.)

   When the software finds the Unit record, it populates the information from that record into the Assign Officers to Units record.

4. As needed, click the **Mod** button, and enter or change information in the **Primary Zone**, **Station**, and **Shift** fields.
5. In the Officers Assigned detail window, click **Detail** (Ctrl+N) to open the detail window. Then, assign officers by entering information in the **Officer**, **Stat**, and **Comment** fields.
6. When the information has been entered, click **Accept** (Alt+A).

Fields on the Assign Officers to Units screen

The Assign Officers to Units screen contains the following fields.

`Unit Number`

Search for the unit in order to assign officers.

`Unit Type (l,f,e,m)`

Displays the code for the type of unit: `l`=law, `f`=fire, `e`=emergency unit, `m`=miscellaneous unit.

`Unit Kind`

Displays the code for the kind of unit (for example, `AMB` for ambulance, `PAR` for paramedic, or `FR` for first responder).

`Display Flag`

Contains `1` if the software is to display the unit on the CAD Status screen at all times. It contains `0` if the software is to display the unit only when it is assigned to a call.

`Persons Required`

Displays the minimum number of officers the unit must carry when on duty.

`Agency`

Displays the code that identifies the agency to which the unit belongs.

`Primary Zone`

Displays the code of the primary zone to which the unit is assigned. This field can be modified to add or change the unit's primary zone. Click the Lookup button (Ctrl+E) to select from a list of codes.

Contact Method

Displays the method used to contact the unit: radio, phone number, pager number, and so on.

Station

Displays the station to which the unit is assigned. This field can be modified to add or change the unit's station assignment. Click the Lookup button (Ctrl+E) to select from a list of codes.

Shift

Displays the shift to which the unit is assigned. This field can be modified to add or change the unit's shift assignment. Click the Lookup button (Ctrl+E) to select from a list of codes.

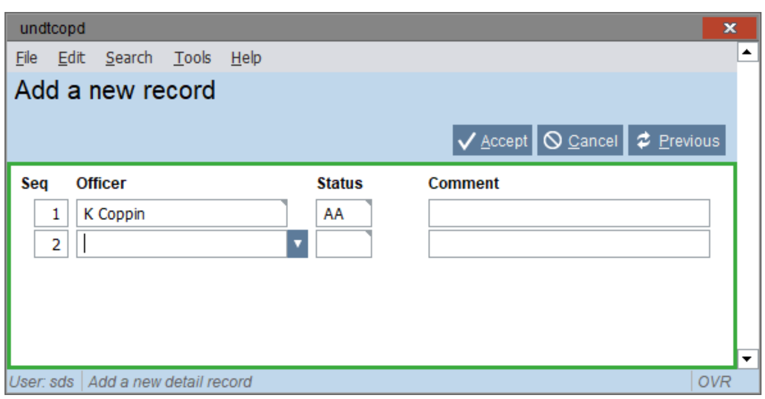
Officers Assigned

From the **Officer** field, a detail window can be opened and any number of assigned officer detail records can be added. The first three Assigned Officer detail records appear on the Units screen. A plus sign (+) following the third **Officer** field indicates that more than three detail records exist. To view all the Assigned Officer detail records, click **View** and enter the number of the **Officer** field.

One assigned officer can be added without opening the detail window. To add more than one assigned officer:

1. Click **Detail** (Ctrl+N) to open the detail window.
2. Click **Add**.

   The software assigns a sequence number and places the cursor in the **Officer** field.



3. Enter the name of the officer assigned to the unit. Click the Lookup button (Ctrl+E) to select a name from the list.
4. Enter the code for the status of the officer (for example, `AA` for assigned and available, or `SIC` for On Sick Leave). Click the Lookup button (Ctrl+E) to select a status code from the list.
5. Enter up to 30 characters in the **Comments** field.
6. Click **Accept** (Alt+A) to save the Officer Assigned detail record.
7. Repeat steps 2–6 to add as many Officer Assigned detail records as needed.
8. Click **Exit** to close the detail window.

Removing Officers Assigned to a Unit

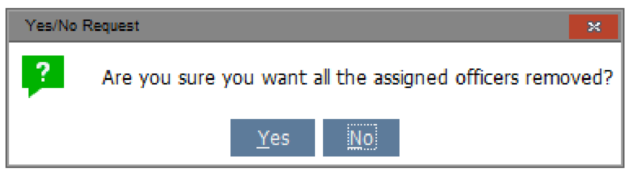
When displaying an Assign Officers to Units record, the screen contains the **Rem** button if any officers are assigned to the current unit. This button can be used as follows to remove all officers assigned to a unit.

> **NOTE**
>
> The **Rem** button removes *all* officers that are assigned to the unit. Individual officers cannot be removed.

To remove officers:

1. Open the Assign Officers to Units screen, and search for the unit whose officers are to be removed. For more information, see "Assigning Officers to Units" on page 92.
2. Click the **Rem** button.

   The software displays the following prompt.

3. To delete all the information in the Officers Assigned detail window, click **Yes**, or press the Y key and then press Enter. To cancel the operation, click **No** or press Enter.

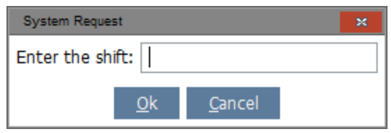
Assigning Units to Shifts

Use the Assign Units to Shifts screen as follows to specify the units for each shift. The software allows an unlimited number of units per shift.

To assign units to shifts:

1. At the command line, enter **updsu**.

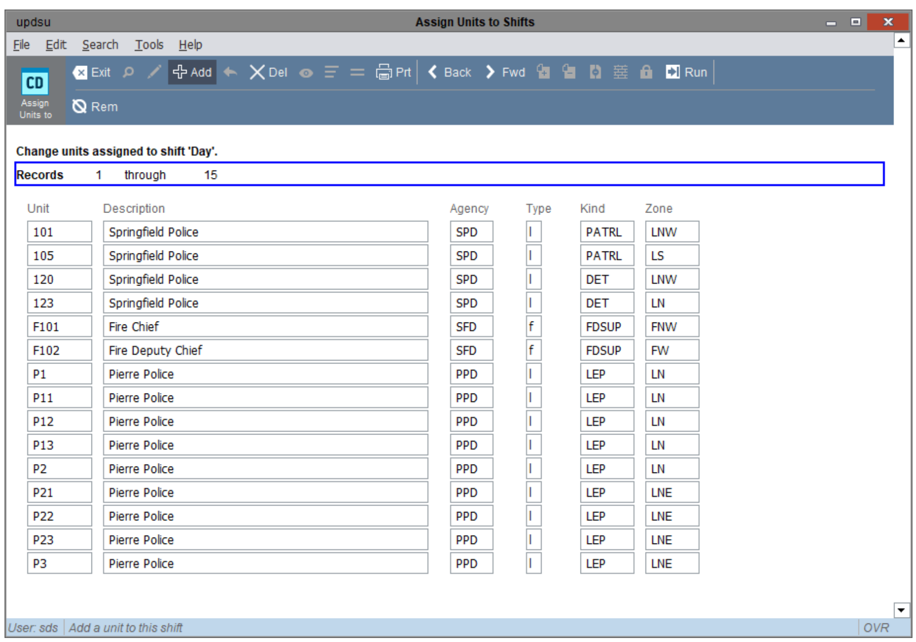
   The software displays the following prompt.



2. If the code is known for the desired shift to assign units, then enter the code (for example, `Day`) and click **OK** or press Enter. Otherwise, press Ctrl+E to select the shift from a list of codes.

   The software displays the roster of units assigned to the specified shift.

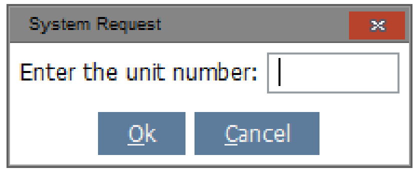
   The roster comes from the Units table (`cdunit`), so all the fields are display-only. To add or remove units, use the buttons on the toolbar.



Unit	Description	Agency	Type	Kind	Zone
101	Springfield Police	SPD	l	PATRL	LNW
105	Springfield Police	SPD	l	PATRL	LS
120	Springfield Police	SPD	l	DET	LNW
123	Springfield Police	SPD	l	DET	LN
F101	Fire Chief	SFD	f	FDSUP	FNW
F102	Fire Deputy Chief	SFD	f	FDSUP	FW
P1	Pierre Police	PPD	l	LEP	LN
P11	Pierre Police	PPD	l	LEP	LN
P12	Pierre Police	PPD	l	LEP	LN
P13	Pierre Police	PPD	l	LEP	LN
P2	Pierre Police	PPD	l	LEP	LN
P21	Pierre Police	PPD	l	LEP	LNE
P22	Pierre Police	PPD	l	LEP	LNE
P23	Pierre Police	PPD	l	LEP	LNE
P3	Pierre Police	PPD	l	LEP	LNE

3. To add a unit to the shift roster, click the **Add** button.

   The software displays the following prompt.



4. If the unit number is known, then enter it and click **OK** or press Enter. Press Ctrl+E to select from a list of unit numbers.

   After a unit number is entered, the software populates the unit number, description, agency, type, kind, and zone in the shift roster.

Fields on the Assign Units to Shifts screen

The Assign Units to Shifts screen contains the following fields.

`Unit`

Enter the department-assigned number used to identify the unit.

`Description`

Enter a brief description of the unit.

`Agency`

Enter the code for the agency to which the unit belongs.

`Type`

Enter the code for the type of unit: `l`=law, `f`=fire, `e`=emergency unit, `m`=miscellaneous unit.

`Kind`

Enter the code for the kind of unit (for example, `AMB` for ambulance, `PAR` for paramedic, or `FR` for first responder).

`Zone`

Enter the code for the primary zone to which the unit is assigned.

Removing Units from a Shift

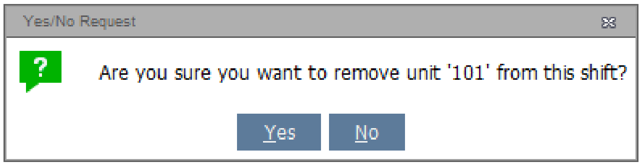
From the Assign Units to Shifts screen, units can be removed from shifts individually or together.

Removing an individual unit from a shift

To remove one unit from a shift:

1. Display the shift roster in the Assign Units to Shifts screen. For more information, see "Assigning Units to Shifts" on page 97.
2. Highlight the unit to delete, and then click the **Del** button from the main toolbar.

   The software displays a prompt similar to the following.

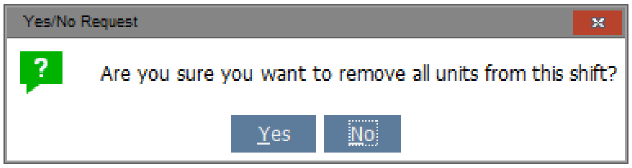


3. To remove the unit from the shift, click **Yes**, or press the Y key and then press Enter. To cancel the operation, click **No** or press Enter.

Removing all units from a shift

To remove all units from a shift:

1. Display the shift roster in the Assign Units to Shifts screen. For more information, see "Assigning Units to Shifts" on page 97.
2. Click the **Rem** button from the screen toolbar. The software displays the following prompt.



3. To remove all units from the shift, click **Yes**, or press the Y key and then press Enter. To cancel the operation, click **No** or press Enter.

Generating Fire Incident Reports

In addition to the reports available with the Hub tables, the Fire Records Management module offers several reports to help analyze fire incidents. Access these reports from the Fire Incident Reports menu (`firerep`).

Incident Summary

The Incident Summary report (`rpfrisr`) provides a summary of the incidents reported within the date range specified.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Agency Code
- Responsible Person
- Disposition Code
- Condition Observed
- Condition Reported
- Condition Code
- Incident Address
- Location Code
- City
- M.O. Factor
- Circumstance Code

Select from the following formats to organize the Incident Summary report:

- Format `rpfrisr.r1` sorts the information by responsible person.
- Format `rpfrisr.r2` sorts the information by condition observed.
- Format `rpfrisr.r3` sorts the information by Incident Number.
- Format `rpfrisr.r4` sorts the information by nature.
- Format `rpfrisr.r5` sorts the information by M.O. factor.
- Format `rpfrisr.r6` sorts the information by location.
- Format `rpfrisr.r7` sorts the information by circumstance code.

Incident Address History

The Incident Address History report (`rpfriahr`) summarizes the incidents reported for the street and city specified.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Location Code
- Address
- City
- Agency Code
- Condition Observed
- Condition Reported
- Condition Code
- Nature of Incident

Select from the following formats to organize the Incident Address History report:

- Format `rpfriahr.r1` sorts the information chronologically by date reported.
- Format `rpfriahr.r2` sorts the information by nature of incident.

Incident Narrative Search report

The Incident Narrative Search report (`rpfrinsr`) allows the narratives of Fire Incident records for a specific group of words to be searched.

> **TIP**
>
> To search narratives from the Fire Incident screen, open the Fire Incident screen and click the **Srch** button. Move the cursor to the **Narrative** field. Then, enter the group of desired words, surrounded by the asterisk wildcard character (`*`). Enter any additional search criteria, and click **Accept** (Alt+A).

Incident Disposition report

The Incident Disposition report (`rpfridr`) provides the total number of incidents for each disposition.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Nature of Incident
- Condition Observed
- Condition Reported
- Condition Code
- Agency Code
- Responsible Officer
- Location Code
- City

Agencies Involved Incident Summary

The Agencies Involved Incident Summary report (`rptotinc`) provides the total number of law, fire, and EMS incidents for each agency.

Enter any combination of the following parameters to customize the report:

- Date/Time
- Agency
- Responsible Officer
- Disposition
- Nature
- Location Code
- City
- Clearance
- Observed Offense
- Reported Offense
- Offense Code

Disposition Change Summary

The Disposition Change Summary report (`rpfridcr`) provides a summary of the incidents (within the time period specified) for which the disposition has changed. For each incident, the report includes the Incident Number, nature, time/date reported, time/date the disposition was changed, and the current disposition.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Agency Code
- Condition Observed
- Condition Reported
- Condition Code
- Nature of Incident
- Location Code
- Responsible Person
- Disposition Code

Select from the following formats to organize the Disposition Change Summary report:

- Format `rpfridcr.r1` sorts the information by responsible person.
- Format `rpfridcr.r2` sorts the information by nature of incident.
- Format `rpfridcr.r3` sorts the information by disposition.

Disposition Change Statistics

The Disposition Change Statistics report (`rpfridcs`) lists the total number of disposition changes for incidents reported within the specified time period.

Enter any combination of the following parameters to customize the report:

- Date Reported
- Agency
- Condition Observed
- Condition Reported
- Condition Code
- Nature of Incident
- Location Code
- Responsible Officer

Total Fire Incidents

The Total Fire Incidents report (`rpfrtir`) lists the total number of fire incidents reported within the specified time period.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Agency Code
- Condition Observed
- Condition Reported
- Condition Code
- Nature of Incident
- Location Code
- Responsible Officer
- Disposition Code
- Circumstance Code

Select from the following formats to organize the Total Fire Incidents report:

- Format `rpfrtir.r1` sorts the information by agency.
- Format `rpfrtir.r2` sorts the information by nature.
- Format `rpfrtir.r3` sorts the information by agency, nature.
- Format `rpfrtir.r4` sorts the information by location code.
- Format `rpfrtir.r5` sorts the information by location code, nature.
- Format `rpfrtir.r6` sorts the information by condition observed.
- Format `rpfrtir.r7` sorts the information by location code, condition observed.
- Format `rpfrtir.r8` sorts the information by circumstance code.

Fire Incidents by Day and Hour

The Fire Incidents by Day and Hour report (`rpfria`) provides statistical analysis of incidents based on the day and time for the specified time period.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Agency
- Condition Observed
- Condition Reported
- Condition Code
- Location Code
- Nature of Incident

Select from the following formats to organize the Fire Incidents by Day and Hour report:

- Format `rpfria.r1` sorts the information by time reported.
- Format `rpfria.r2` sorts the information by earliest time occurred.
- Format `rpfria.r3` sorts the information by latest time occurred.
- Format `rpfria.r4` sorts the information by location, time reported (day hours).
- Format `rpfria.r5` sorts the information by location, time reported (night hours).
- Format `rpfria.r6` sorts the information by location, earliest time occurred (day hours).
- Format `rpfria.r7` sorts the information by location, earliest time occurred (night hours).
- Format `rpfria.r8` sorts the information by location, latest time occurred (day hours).
- Format `rpfria.r9` sorts the information by location, latest time occurred (night hours).

NOTE

Day hours fall between 0600 and 1759. Night hours fall between 1800 to 0559.

Fire Incident Audit

The Fire Incident Audit report (`rpfriar`) provides an audit of the Fire Incident table, showing the condition code and nature of the incident.

Enter any combination of the following parameters to customize the report:

- Date/Time Reported
- Agency Code
- Nature of Incident
- Condition Observed
- Condition Reported
- Condition Code
- Disposition Code
- Responsible Officer

Fire Response Time

The Fire Response Time report (`rpfranal`) provides an analysis of the average response time and total response time for fire incidents reported during the specified time period. To run this report, a date must be entered in the **Date Reported** field.

Enter any combination of the following parameters to customize the report:

- Agency Code
- Condition Reported
- Condition Code
- Nature of Incident
- Location Code
- City
- Responsible Officer
- Responding Unit
- Condition Observed

Select from the following formats to organize the Fire Response Time report:

- Format `rpfranal.r1` sorts the information by nature of incident.
- Format `rpfranal.r2` sorts the information by location.
- Format `rpfranal.r3` provides a summary sheet only.

Fire Field Interviews Summary

The Fire Field Interviews Summary report (`rpfrfisr`) provides a summary of Fire Field Interview records within the specified time period.

Enter any combination of the following parameters to customize the report:

- Date
- Time
- Officer
- Agency
- Street
- City
- Location
- Contact's Name ID

Select from the following formats to organize the Fire Field Interviews Summary report:

- Format `rpfrfisr.r1` sorts the information by date and time.
- Format `rpfrfisr.r2` sorts the information by contact.
- Format `rpfrfisr.r3` sorts the information by officer.

Total Fire Field Interviews

The Total Fire Field Interviews report (`rpfrtfir`) shows the number of fire field interviews conducted within the specified time period.

Enter any combination of the following parameters to customize the report:

- Date
- Agency Code
- Location Code
- Street
- City
- Officer

Select from the following formats to organize the report:

- Format `rpfrtfir.r1` sorts the information by officer.
- Format `rpfrtfir.r2` sorts the information by area and officer.
- Format `rpfrtfir.r3` sorts the information by city.

Fire Field Interviews report

The Fire Field Interviews report (`rpfrfidh`) provides an analysis of fire field interviews.

Enter any combination of the following parameters to customize the report:

- Date
- Time
- Officer
- Agency
- Location
- Contact’s Name ID

Fire Incidents/Offenses Count

The Fire Incidents/Offenses Count report (`rpfrtisr`) provides the total number of incidents for each condition code.

Enter any combination of the following parameters to customize the report:

- Date Reported
- Agency Code
- Condition Observed
- Condition Reported
- Condition Code
- Location Code

Patient Supplies Used

The Patient Supplies Used report (`rpfrsup`) provides a summary of the supplies used in treating fire patients.

Enter any combination of the following parameters to customize the report:

- Incident Date
- Agency
- Area Code
- Item

Patient Assessment Summary

The Patient Assessment Summary report (`rpfrass`) provides a summary of medical assessments provided for fire patients.

Enter any combination of the following parameters to customize the report:

- Incident Date
- Agency
- Area Code
- Assessment

Patient Drugs Administered

The Patient Drugs Administered report (`rpfrdrg`) provides a summary of the drugs used in treating fire patients.

Enter any combination of the following parameters to customize the report:

- Incident Date
- Agency
- Area Code
- Drug

Patient Treatment Summary

The Patient Treatment Summary report (`rpfrtrt`) provides a summary of the treatment given to fire patients.

Enter any combination of the following parameters to customize the report:

- Incident Date
- Agency
- Area Code
- Treatment

Fire Events Summary

The Fire Events Summary report (`rpfrfesr`) provides a summary of events in the fire schedule and history log.

Enter any combination of the following parameters to customize the report:

- Date of Event
- Type of Event
- Agency
- Division
- Unit
- Station
- Officer
- Shift

Select from the following formats to organize the Fire Events Summary report:

- Format `rpfrfesr.r1` sorts the information by date and time.
- Format `rpfrfesr.r2` sorts the information by event type.
- Format `rpfrfesr.r3` sorts the information by officer.
- Format `rpfrfesr.r4` sorts the information by station.

Fire Events Statistical report

The Fire Events Statistical report (`rpfrfest`) provides the total number of events matching the specified search parameters.

Enter any combination of the following parameters to customize the report:

- Date of Event
- Type of Event
- Agency
- Division
- Unit
- Station
- Officer
- Shift

Water Sources Summary

The Water Sources Summary report (`rpfrwssr`) provides a summary of water sources.

Enter any combination of the following parameters to customize the report:

- Source
- Type
- Map/Reference
- Class

- Date Installed
- Status
- Water Zone
- Dispatch Zone
- Brand

Water Source Activity Summary

The Water Source Activity Summary report (`rpfrwsas`) provides a summary of water sources activities.

Enter any combination of the following parameters to customize the report:

- Source
- Type
- Date Installed
- Status
- Water Zone
- Map/Reference
- Class
- Dispatch Zone
- Brand

Select from the following formats to organize the Water Source Activity Summary report:

- Format `rpfrwsas.r1` sorts the information by date.
- Format `rpfrwsas.r2` sorts the information by date, with comments.

Chapter 2

Administrator Information

Introduction

The following tasks must be completed to set up the Fire Records Management module:

- "Setting Up the Fire Records Management Module" on page 115
- "Setting Up Code Tables" on page 119
- "Setting Up Privileges" on page 128

For more information on setting up the software, see the *Application Setup and Maintenance Manual*, the *Security Setup and Maintenance Manual*, and the *Code Table Setup and Maintenance Manual*.

Setting Up the Fire Records Management Module

This section provides the setup instructions for the Fire Records Management module.

Be sure to define common codes and Fire Records codes as instructed in the *Code Table Setup and Maintenance Manual*.

Also define the common settings (application parameters) listed in the *Application Setup and Maintenance Manual*.

Setting up application parameters

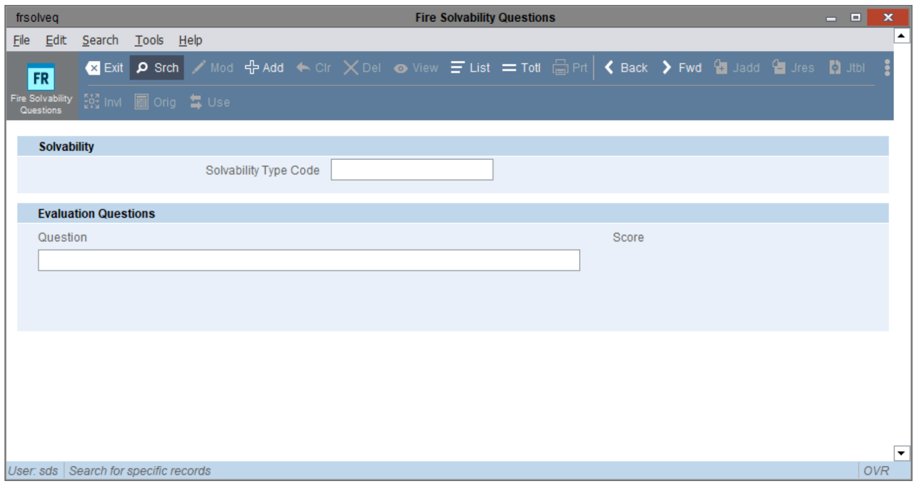
In the Application Parameters table (`apparam`), set up the following settings (application parameters) as needed.

Parameter	Description	Value
`fractdsp`	Fire Inci Active Disposition	`ACT`
	Specifies the code that the software automatically enters in the **Disposition** field when a Fire record is added. The default value is `ACT`.	
`lwfrdisp`	Law/Fire Case Mgt Status Update	`L/F/LF/(blank)`
	Use this parameter to set up the software so that any changes to the Fire Case Management record's **Current Status** field automatically update the corresponding Fire Incident record's **Disposition** and **Disp Date** fields. (This parameter can also apply this same type of functionality to the Law Case Management and Law Incident screens. For more information, see the *Law Enforcement Records Management Manual*.) **NOTE:** Before setting the software to do this update automatically, make sure that any codes that are in the Fire Case Status Codes table (`frtbstat`) are also in the Fire Incident Dispositions code table (`frtbdisp`). Parameter Values: • `L`—indicates Law. If this value is set, then any time a user changes the Current Status entry in the Law Case Management record, the software automatically updates the corresponding Law Incident record's **Disposition** field with the same code and updates the Disp Date. • `F`—indicates Fire. If this value is set, then any time a user changes the Current Status entry in the Fire Case Management record, the software automatically updates the corresponding Fire Incident record's **Disposition** field with the same code and updates the Disp Date. • `LF`—indicates Law and Fire. If this value is set, then implement both of the above functions. • If the **Application Parameter Value** field is left blank, then the software does not update any incident fields when a user changes the Current Status entry in a Law Case Management or Fire Case Management record.	

Defining fire solvability questions

Fire solvability questions are used in the Fire Case Management screen. Because solvability evaluations depend on the agency, the software does not provide solvability questions. Solvability questions can be defined in the Fire Solvability Questions table (`frsolveq`).

The Fire Solvability Questions screen opens.



Fields in the Fire Solvability screen

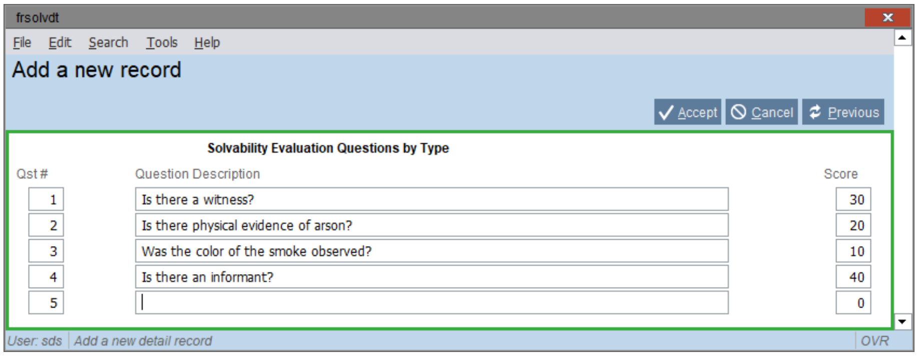
The Fire Solvability screen contains the following fields.

`Solvability Type Code`

15 characters, alphanumeric field. A code for the type of case to be evaluated, for example, arson.

Evaluation Questions

Detail field. Click **Detail** (Ctrl+N) to access the Solvability Evaluation Questions by Type detail window shown below. A description of each field follows the detail window.



Qst

3 characters, numeric field. The number of the question. When a question is added, the software automatically adds the next sequential number. This number can be changed. When entering a number already in use, the software inserts the question and renumbers the remaining entries.

Question Description

50 characters, alphanumeric field. Enter a yes-or-no question that helps determine the solvability of the evaluation type. (The response to each question must be **yes** or **no**.)

Score

3 characters, numeric field. Assign a numeric score for each question. These scores determine the numerical value that reflects the solvability of the case.

Application cue cards

For the Fire Records Management module, your agency might want to create application cue cards for use in the various narrative fields. Application cue cards can be defined for the fields listed below. For more information, see the *Application Setup and Maintenance Manual*.

Table	Field Prompt	Key for Accessing Cue Cards
Fire Incident	Narrative	`frsupl.narratv`
Fire Incident	Supplement	`frsupl.narratv`

Defining record number format

The software automatically numbers records, but your agency might want to define a special numbering method, for example, one that uses a two-digit year prefix before the record number. If multiple agencies are using the same system, then your agency might want to designate a different numbering system for each agency. The increment of record numbers can be changed. For more information, see the *Application Setup and Maintenance Manual*.

Setting Up Code Tables

The following section lists the code tables for the Fire Records Management module.

> **NOTE**
>
> The software contains code tables for all modules, including those modules that might not be used by your agency. Even though all the code tables can be accessed, only the code tables for the modules that your agency has purchased will be maintained.

The code tables listed in this section are listed in the order that they are displayed in the Administration Manager. Each code table listed in this section contains:

- The code table name that opens on the screen.
- The program name.
- A description of the fields in the code table.

Fire

emtbasgn

Insurance Assignment codes are referenced in the Patient Insurance Information table in the Fire and EMS modules.

`Insurance Assignment Code`

5 characters, alphanumeric field. A code for the assignment of insurance, such as payable to insured, payable to provider, or payable to responsible person.

`Description`

30 characters, alphanumeric field. A description of the insurance assignment code.

emtbcovt

Insurance Coverage codes are referenced in the Patient Insurance Information table in the Fire and EMS modules.

`Coverage Type Code`

5 characters, alphanumeric field. A code for the type of insurance coverage.

`Description`

30 characters, alphanumeric field. A description of the coverage type code.

`emtbdrug`

Patient Drug is a preloaded code table used in the Fire and EMS Patient Treatment tables.

`Abbreviation`

5 characters, alphanumeric field. A code for a type of drug used in treating patients.

`Description`

30 characters, alphanumeric field. A description of the drug.

`Cost`

11 characters, numeric field, maximum value 9999.99. The cost of the drug.

`emtbindi`

Patient Condition is a preloaded code table used in the Fire Incident and EMS Patient Treatment tables.

`Patient Condition Code`

5 characters, alphanumeric field. A code for a patient medical condition.

`Description`

30 characters, alphanumeric field. A description of the patient condition code.

`emtbpown`

Policy Owner is a preloaded code table used in the Patient Insurance Information table in the Fire and EMS modules.

`Policy Owner Code`

5 characters, alphanumeric field. A code for the insurance policy owner.

`Description`

30 characters, alphanumeric field. A description of the insurance policy owner.

emtbptyp

Patient Type is a preloaded code table used in the Fire Incident and EMS Patient Treatment tables.

`Patient Type Code`

5 characters, alphanumeric field. A code for the type of patient.

`Description`

30 characters, alphanumeric field. A description of patient type code.

emtbsupp

Patient Supplies codes are referenced in the Fire Incident and EMS Patient Treatment tables.

`Supply Code`

5 characters, alphanumeric field. A code for a supply used in treating patients.

`Description`

30 characters, alphanumeric field. A description of the supply.

`CostNumeric field`

Maximum value 9999.99. The cost of the supply.

emtbtrea

Patient Treatment codes are referenced in the Fire Incident and EMS Patient Treatment tables.

`Treatment Code`

5 characters, alphanumeric field. A code for a type of treatment used.

`Description`

30 characters, alphanumeric field. A description of the treatment.

`Cost`

Numeric field, maximum cost 9999.99. The cost of the treatment.

emtbtsp

Patient Transportation codes are referenced in the Fire Incident and EMS Patient Treatment tables to calculate the amount charged for the transportation of patients.

`Transportation Type Code`

5 characters, alphanumeric field. A code for the type of patient transportation.

`Description`

30 characters, alphanumeric field. A description of the transportation type code.

`Base Cost`

Numeric field, maximum cost 9999.99. The base amount charged for any response. The software always charges this amount in addition to any mileage charges. The base cost can be lower than the minimum cost but cannot be higher than the maximum cost.

`Minimum Cost`

Numeric field, maximum cost 9999.99. The minimum amount your agency charges for medical transportation. The minimum cost must be less than or equal to the maximum cost.

`Maximum Cost`

Numeric field, maximum cost 9999.99. The maximum amount your agency charges for medical transportation. If the total cost of transportation exceeds the maximum cost, then the software charges the amount entered in this field.

`First # Miles`

4 characters, numeric field. The number of miles for which the software charges a flat rate.

`First Cost`

Numeric field, maximum cost 9999.99. The flat rate charged for the number of miles entered in the **First # Miles** field.

`Additional Miles`

4 characters, numeric field. The mileage increment—for each additional mile or miles traveled above the number entered in the **First # Miles** field—used by the software to figure additional mileage costs.

`Additional Cost`

Numeric field, maximum cost 9999.99. The amount charged for each additional mile or miles traveled that exceeds the number entered in the **First # Miles** field.

For example, your agency might charge $1.00 for each additional mile traveled. Using this scenario, enter **`1`** in the **Additional Miles** field, and **`1.00`** in the **Additional Cost** field.

`frittbsa`

Fire Suspicious Activity is a preloaded code table used in the Suspicious Activities detail window in the Fire Intelligence table.

`Suspicious Activity Code`

3 characters, alphanumeric field. A code for a suspicious activity related to a fire incident.

`Description`

30 characters, alphanumeric field. A description of the suspicious activity.

`frtbcond`

Fire Conditions is a preloaded code table used in the Fire Incident table.

`Condition Code`

4 characters, alphanumeric field. A code for a fire incident, for example, smoke alarm, gas line rupture, or bomb threat.

`Description`

30 characters, alphanumeric field. A description of the fire incident.

`frtbdetl`

Fire Detail is a preloaded code table used in the Fire Case Management table.

`Detail Code`

4 characters, alphanumeric field. A code for an assignment associated with a fire incident, such as arson investigation.

`Description`

30 characters, alphanumeric field. A description of the assignment.

`frtbevnt`

Fire Event is a preloaded code table used in the Fire Schedule/History log.

`Event Type Code`

3 characters, alphanumeric field. A code for a type of fire event, such as fire inspection or breath apparatus inspection.

`Description`

30 characters, alphanumeric field. A description of the fire event.

`tbmofact`

M.O. Factor Codes is a preloaded code table used in the Law Incident, Names, and Fire Incident tables. The *modus operandi* codes can be associated with a name or an incident.

`M.O. Factor Codes`

15 characters, alphanumeric field. A code for a characteristic associated with the *modus operandi*, such as appearance, demeanor, method of entry, or scene.

`Description`

30 characters, alphanumeric field. A description of the M.O. factor code.

`Factor Methods`

Detail field, coded field (`tbmometh`). Characteristics associated with the M.O. factor code. For example, if the M.O. factor code is `Appearance`, then enter disguised, sloppy/dirty, and clean/neat. Click the **Detail** button (Ctrl+N) to open the detail window.

`tbmometh`

M.O. Method Codes is a preloaded code table used in the Law Incident, Names, and Fire Incident tables.

`M.O. Method Code`

20 characters, alphanumeric field. A code for a specific characteristic associated with the *modus operandi*.

`Description`

30 characters, alphanumeric field. A description of the M.O. method code.

`Factors`

Display only, coded field (`tbmofact`). Displays the codes in the M.O. Factors code table that the M.O. method code is associated with.

Case code tables

`frsftype`

Fire Solvability Type codes are referenced in the Fire Case Management (frcase) and Fire Solvability Factors (frtbsolv) tables.

`Abbr`

15 characters, alphanumeric field. Designate the abbreviation or code that your agency uses to identify the fire solvability type.

`frtbact`

Fire Case Action is a preloaded code table used in the Fire Case Management screen.

`Next Action Code`

4 characters, alphanumeric field. A code for the next action that needs to be done in the fire case, such as interview witness, interview suspect, or search computer.

`Description`

20 characters, alphanumeric field. A description of the next action code.

`frtbstat`

Fire Case Status is a preloaded code table used in the Fire Case Management screen.

`Local Status Code`

3 characters, alphanumeric field. A code for the current status of a case.

`Description`

30 characters, alphanumeric field. A description of the local status code.

Incident code tables

frtbcirc

Fire Incident Circumstance is a preloaded code table used in the Fire Incident table.

`Circumstance Code`

5 characters, alphanumeric field. A code for a circumstance that contributed to the fire incident.

`Description`

30 characters, alphanumeric field. A description of the circumstance.

frtbdisp

Fire Incident Dispositions is a preloaded code table used in the Fire Incident table.

`Disposition Code`

3 characters, alphanumeric field. A code for a fire incident disposition.

`Description`

30 characters, alphanumeric field. A description of the disposition.

`Used in CAD`

2 characters, alphanumeric field. Determines whether the code is used in CAD. Press the Y key for yes for the **New Status** field in the CAD Update Units detail window. Press the N key for no if the code is not used in CAD.

Water Source code tables

frtbclas

Water Source Class is a preloaded code table used in the Water Sources table.

`Class Code`

5 characters, alphanumeric field. A code for the class of water source.

`Description`

15 characters, alphanumeric field. A description of the class code.

frtbwatr

Water Source Kind is a preloaded code table used in the Water Sources table.

`Source Description`

15 characters, alphanumeric field. A description of the type of water source, for example, hydrant, canal, river, or lake.

frtbwtyp

Water Source Type is a preloaded code table used in the Water Sources table.

`Description`

15 characters, alphanumeric field. A description of the type of water source. For example, a hydrant water source could be a wet or dry barrel.

frwsstat

Water Source Status is a preloaded code table used in the Water Sources table.

`Status Code`

5 characters, alphanumeric field. A code indicating the status of a water source, for example, in service, static test, or irrigation controlled.

`Description`

30 characters, alphanumeric field. A description of the status code.

Setting Up Privileges

This section lists the Fire Records Management menus, tables, programs, and reports to allow or deny certain groups and individual users access to them. It also lists levels of access that might be appropriate for your "average user." These suggestions are general and will not be appropriate for every agency, so consider carefully the unique needs of your agency. *Spillman Technologies is not responsible for any damage caused by inappropriate access privileges*.

In addition to setting up security for each of your agency's modules, be sure to give all users privileges to basic features of the software.

For more information, see the *Security Setup and Maintenance Manual.*

Giving access to menus, tables, programs

Users who maintain some or all of the Fire Records Management tables and programs should have the following privileges to the listed menus, tables, and programs. The privileges listed are guidelines for an average user. They are not requirements.

Description	Name	Privileges
Fire Records Menu	`firemenu`	Access
Fire Incident Table	`fire`	Access/Add/Modify
Fire Supplemental Narratives	`frsupl`	Access/Add/Modify
Fire Case Management	`fcasemgt`	Access/Add/Modify
Fire Patient Treatment	`fpatient`	Access/Add/Modify
Patient Insurance Information (the **Ins** button of the Fire Patient Treatment screen)	`insinfo` `emptins`	Access/Add/Modify
Fire Schedule/History Log	`firelog`	Access/Add/Modify
Fire Field Interviews	`frfldint`	Access/Add/Modify
Fire Intelligence Table	`frintel`	Access/Add/Modify
Water Sources Table	`water`	Access/Add/Modify
Units Table	`cdunit`	Access/Add/Modify
Unit Radio Log Table	`radiolog`	Access/Add/Modify
Display Unit Radio Log	`radiolst`	Access/Add/Modify

Description	Name	Privileges
Officer Radio Log Table	`rlofficr`	Access/Add/Modify
Main Radio Log Table	`rlmain`	Access/Add/Modify
Assign Officers to Units	`upduo`	Access/Add/Modify
Assign Units to Shifts	`updsu`	Access/Add/Modify

Giving access to reports

Users who run the Fire Records Management reports need Access privileges to some or all of the following reports.

Report	Name
Fire Incident Reports Menu	`firerep`
Incident Summary Report	`rpfrisr`
Incident Address History	`rpfriahr`
Incident Narrative Search	`rpfrinsr`
Incident Disposition Report	`rpfridr`
Disposition Change Summary	`rpfridcr`
Disposition Change Statistics	`rpfridcs`
Total Fire Incidents Report	`rpfrtir`
Fire Incidents by Day and Hour	`rpfria`
Fire Incident Audit Report	`rpfriar`
Fire Response Time	`rpfranal`
Agencies Involvement Incident Summary	`rptotinc`
Fire Incidents/Offenses Count	`rpfrtisr`
Fire Field Interviews Summary	`rpfrfisr`
Total Fire Field Interviews	`rpfrtfir`
Patient Supplies Used	`rpfrsup`
Patient Assessment Summary	`rpfrass`
Patient Drugs Administered	`rpfrdrg`

Report	Name
Patient Treatment Summary	`rpfrtrt`
Fire Events Summary Report	`rpfrfesr`
Fire Events Statistical Report	`rpfrfest`
Water Sources Summary Report	`rpfrwssr`
Water Source Activity Summary	`rpfrwsas`